**BOARD OF EDUCATION**

**Saskatoon School Division No. 13**

**P O S I T I O N D E S C R I P T I O N**

**Position: EDUCATIONAL ASSISTANT III**

**Immediate Supervisor: PRINCIPAL**

**Core Function:**

Under the direction of the classroom teacher, the Educational Assistant III provides assistance and support in the delivery of educational programming to students placed in special education programs. The primary responsibility of the Educational Assistant III is to assist the students in reaching the maximum potential and level of independence.

**Duties and Responsibilities:**

1. Assists the classroom teacher in developing learning activities to support the student in meeting the goals identified in the student’s plan.
2. Implements modifications and adaptations to the environment or materials as directed by the teacher or administrator.
3. Participates in the assessment of the progress of the students learning through observation, data collection and analysis, informal or formal evaluation as directed by the teacher.
4. Collaborates with classroom teacher and school support team to develop, monitor and communicate goals within the student’s plan.
5. Support students with personal care needs including, but not limited to, feeding, personal hygiene, mobility, toileting, and transportation. This may also include transfers, lifts, and repositioning.
6. Promote, facilitate, and model positive behaviour interventions and supports to encourage, support, reinforce, and facilitate appropriate and positive student behaviour and social interactions.
7. Assist in de-escalating potentially harmful situations and assists the classroom teacher with crisis resolution and behaviour management.
8. Support student medical and para-medical needs as required in accordance with Administrative Procedure 318: Administrative of Essential Medications. This may include the administration of medication, blood glucose monitoring, gastromy feed, and suctioning.
9. Ensures the safety of all students including supervison during non instructional times such as bus, playground, hallways, gym and field trips.
10. Enhances the students’ communication skills through appropriate strategies including social stories, PECS (picture exchange communication system, technological aids, Signed English, Braille or other communication systems.

1. Provides assistance to the classroom teacher in preparing, organizing and maintaining instructional materials and resources.
2. Maintains and promotes confidentiality regarding student personal information and respects the privacy and dignity of the student and the family.
3. Acts as a cooperative staff member in working with all students, staff, parents, and other community members.
4. May assist other staff to perform related tasks and performs such other duties as may be assigned to meet organizational deadlines and objectives.

**Qualifications:**

1. Grade 12 or equivalent;
2. Preference will be given to candidates with completion of at least one year of post-secondary education related to special education programs (examples: Educational Assistant, Early Childhood Development, Youth Care Worker, Rehabilitation Worker). A combination of education and experience may be considered.
3. Strong interpersonal and communication skills.
4. Position may require other specialized training or experience, such as working with individuals with health or behavioural challenges.
5. Professional Assault Response (PART) training and Transfer Lifting Repositioning certification is preferred.
6. First Aid, CPR and AED training is an asset.
7. Ability to perform the physical demands required for this position such as lifting/transferring students who require assistance with bathrooming or mobility.
8. Ability to work in a variety of environments.
9. Ability to respond to students with severe opposition, aggressive, threatening behaviours and the use of inappropriate and/or threatening language.

January 2023