



EDUCATION ASSISTANT MENTOR

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

The Education Assistant (EA) Mentor works under the direction of the Director and District Principal of Inclusive Education and is supported by Principals, Learning Support teachers and classroom teachers. In addition to generalist EA duties that support students to meet the goals identified in their Individualized Education Plans (IEP). The EA Mentor provides mentorship to Education Assistants (EA) throughout the district by providing training and advice on all aspects of the education assistant role. **This position may be required to work during summer months to support the overall needs of the EA program.**

SPECIFIC RESPONSIBILITIES

- Provides assistance, guidance and mentorship to Education Assistants (EA) throughout the district by providing training and advice on all aspects of the Education Assistant role which may include job shadowing, coaching, on-the-job training, problem solving and providing feedback.
- Provides onboarding training and orientation to all new Education Assistants and Responsible Adults (RA) (Inclusive Education).
- Under the direction of the Director or District Principal of Inclusive Education, identify, research, organize and implement in-house professional development activities and various information sessions for EAs and RAs ongoing development.
- Provides competency-based feedback regarding EA's strengths and growth opportunities and provides input to the Director of Inclusive Education for employee growth plans.
- Ensuring a safe learning environment for all students by avoiding triggers that may escalate special needs student's inappropriate behaviours and implementing recognized behaviour management techniques.
- Maintains and updates Casual Education Assistant Handbook by ensuring it aligns with current district policies and procedures and external regulations and best practices.
- Providing positive behaviour support and utilizing communication skills to diffuse escalated behaviours (e.g. defiance, emotional outbursts, disengagements, etc.), reporting any extreme or unusual incidents to the supervisor.
- Providing academic support by working with special needs students one-on-one and/or in small groups, reinforcing the concepts of the lesson at hand.
- Participating in IEP meetings with teachers, parents, and other parties such as psychologists and/or therapists upon request.
- Providing general classroom support by collaborating with the teacher to oversee the progress of other students in the integrated setting.
- Providing social guidance by reinforcing appropriate behaviours for social interaction; assisting with inclusion in the classroom as well as during recess and lunch periods as appropriate; implementing and monitoring behaviour management plans which may include observation, data-keeping, and follow-up; and discussing student progress and adaption requirements with the teacher.

SPECIFIC RESPONSIBILITIES

- Promoting personal health and hygiene by assisting with toileting, feeding, and general cleanliness; assisting with the administration of student medication as indicated on medical forms, under the teachers' supervision, as required; ensuring students adhere to medical routines and/or special diets; and performing physiotherapy and/or speech therapy as instructed by Occupational Therapists (OT) and Speech Language Pathologists (SLP).
- Ensuring the safe and orderly storage of special equipment and supplies.
- Participating in staff meetings as requested and performing all such other duties as may be assigned by the principal or designate.
- Transportation of students to various program activities.
- Directly supervise students in the pool as part of the swim program (where required).
- Protecting and respecting the confidentiality of information.
- Performs other related duties as assigned.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Two-year post-secondary diploma in Educational Assistant training (or relevant discipline) or an Education Assistant certificate combined with one year of related experience.
- Five years of recent experience working as an Education Assistant.
- Experience in supervising practicum students or previous mentor experience is an asset.
- Working knowledge of the district child abuse protocol and reporting procedures.
- Current CPI (Crisis, Prevention, and Intervention) or low arousal certification.
- Applied Behaviour Analysis training.
- POPARD (Provincial Outreach Program for Autism and Related Disorders (or equivalent) training.
- Computer literacy and experience with technology is required.
- Ability to provide educational support in academic subjects as per school level (i.e. elementary, middle and secondary).
- Proven ability to establish and maintain effective work relationships and working collaboratively in a team environment.
- Working knowledge of reading and writing software programs (Microsoft 365).
- Ability to determine, judge and select appropriate course of action within the limits of established methods and procedures.
- Ability to effectively interact and establish positive rapport with students.
- Ability to communicate effectively using tact, discretion, and diplomacy, while maintaining confidentiality in all matters related to the school district.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Ability to communicate effectively using tact, discretion, and diplomacy, while maintaining confidentiality in all matters related to the school district.
- Ability to be flexible and adaptable.
- Sufficient physical capabilities, stamina, and coordination to perform the duties of the position to the required standard.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- Two-year post-secondary diploma in Educational Assistant training (or relevant discipline) or an Education Assistant certificate combined with one year of related experience.
- CPI or Low Arousal certification.
- Applied Behaviour Analysis training.
- POPARD (Provincial Outreach Program for Autism and Related Disorders (or equivalent) training.
- Level 1 First Aid Certification is an asset.
- Class 5 BC Driver's License.
- A clear Criminal Record Check to be updated every five years.

RELATIONSHIPS

- Works collaboratively with classroom teachers, learning support teachers, and members of the Inclusive Education Team.
- Provides mentorship to Education Assistants and Responsible Adults.

REPORTING STRUCTURE

- Reports to the Director of Inclusive Education and District Principal of Inclusive Education.
- May take direction from School Administrator, Learning Support Teacher, and Classroom Teacher.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- This position requires a relatively equal balance of standing/walking and sitting to accommodate students' needs.
- Incumbents may be required to run on occasion and physically assist students using lifts and transfers.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Directly supervise students in the pool as part of the swim program.
- Education Assistants may work in a variety of school and community settings where responsibilities include implementation of a personal care plan for physical or mentally challenged students including but not limited to: toileting and/or catheterization, mobility training, lifting, seizure management, feeding, personal hygiene, colostomy care, and supervision of medication.
- SD72 Campbell River strives to achieve standard of occupational health and safety that supports a safe, healthy, and inclusive place to learn for our students and employees. We are committed to staff learning to promote safe practices and will take every reasonable precaution to protect their health, safety, and well-being. Due to medical or behavioral circumstances presented by some of our complex learners, employees may be exposed to physical incidents involving students, such as biting, hitting, kicking, spitting, and bodily fluids.

THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

CLASSIFICATION

- This position's classification is Education Assistant – Intensive Behaviour and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.