



# EDUCATION ASSISTANT (INDIGENOUS EDUCATION)

JOB DESCRIPTION | JUNE 2024

## NATURE AND SCOPE OF WORK

Working under the direction of School Administration, Classroom Teachers, Indigenous Education Resource Teacher/Learning Support Teacher and school-based teams, the Education Assistant (Indigenous Education) will provide in-class, one to one, or small group academic support to enhance Indigenous student potential and build self-confidence. Education Assistants (Indigenous Education) enhance the opportunities for all Indigenous learners and do not replace the EA's assigned by Inclusive Education for specific student needs. The District Principal of Indigenous Education and ELL will collaborate with school teams and provide district focused priorities for the Indigenous Education staffing.

Strengthening relationships, connections, and engagement for Indigenous learners within schools is a key part of the position.

## SPECIFIC RESPONSIBILITIES

- Works with students who have self-identified as having Indigenous ancestry. Assists teachers with the delivery of programs and services to support Indigenous student learning in and out of the classroom. Support may include academic assistance, cultural, social emotional skills, and minor positive behavior support.
- Assists teachers in the delivery of trauma informed classroom learning experiences with awareness of historical impacts, colonization, intergenerational trauma and systemic barriers for learners and their families.
- Assists Indigenous students and their teachers to facilitate student success. Works cooperatively with other employees such as Indigenous Education Resource Teachers, Learning Support Teachers, Child and Youth Worker (Indigenous Education) and works in a variety of in-school settings and including field trips. Acts as a positive role model and bridges cultural differences.
- Share relevant information about the performance, social, emotional and behaviour of individual learners to support IEP/AIP goals, transitions, and program design.
- Gather relevant information through working with students to provide feedback into the planning process.
- Assist with the gathering of information to support 'Understanding Student Connections and Engagements'.
- Assist with development or preparation of instructional learning resources.
- Review and reinforce learning activities using lesson plans and learning strategies developed by the teacher/team to help student's master concepts.
- Assist students with learning activities developed by teacher/team.
- Monitor and reports to teacher/team on implementation of the program or skill development.
- Support learning, skill development and social emotional activities in worksite and community-based settings.
- Follow priority work plan developed by teacher/team, share observation and reviewing plan progress together.
- Carries out work within developed structures and plans, being consistent with expectations for students.

**DELIVERY OF SERVICE:**

- Facilitates student learning individually and in small groups.
- Implement the techniques and strategies discussed.
- Document, monitor, and report to teacher/team on implementation of the learning plans.
- Implement specific techniques, strategies, and appropriate language as discussed and/or demonstrated.
- Monitor effectiveness of workplace settings and reports to teacher/team.
- May prepare classroom materials with consultation from the teacher.

**ASSESSING, EVALUATING, REPORTING, AND RECORDING PROGRESS:**

- Carry out informal assessment activities provided by the teacher to assist the teacher in developing learner profile.
- Attend meetings of student specific support team during paid work hours or other approved arrangements.
- Observe and document learner strengths, achievements, and needs through learning activities.
- Provide information to teachers for home, school, formal, and informal formal communications.
- Assist in maintaining learner records required by school, district, or provincial policy.

**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.
- Demonstrated ability and experience with Indigenous students, communities and organizations.
- Demonstrated practical ability to interact in an Indigenous language is preferred.
- A practical knowledge of Indigenous protocols and demonstrated understanding of Indigenous cultures,
- Knowledge of and ability to implement First Peoples' principles of learning.
- Working knowledge of the district child abuse protocol and reporting procedures.
- Current CPI (Crisis, Prevention, and Intervention) certification is an asset.
- Level 1 First Aid Certification is an asset.
- Computer literacy and experience with technological assists.
- Demonstrated willingness to participate in professional development opportunities as provided by the district.

## **QUALIFICATIONS** (Required Knowledge, Skills and Abilities)

- 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, 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.
- Ability to be flexible and adaptable.
- Sufficient physical capabilities, stamina, and coordination to perform the duties of the position to the required standard.
- Class 5 BC Driver's License with reliable transportation.

## **REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS**

- Two-year post-secondary diploma in Educational Assistant training (or relevant discipline) or an equivalent combination of relevant education (minimum one year) and experience.
- Class 5 BC Driver's License.
- A clear Criminal Record Check to be updated every five years.

## **RELATIONSHIPS**

- Works collaboratively with Classroom Teacher, Indigenous Education Resource Teachers, Learning Support Teacher, and members of the Indigenous Education team and Inclusive Education team to define enhanced Indigenous student supports.

## **REPORTING STRUCTURE**

- Reports to School Administration and District Principal, Indigenous Education & English Language Learners.

## **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 and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.