
EDUCATIONAL ASSISTANT

General Position Description

An educational assistant is a person hired to support professional staff, such as teachers and clinicians, in providing appropriate educational programming for students. Further, an educational assistant will work as a collaborative member of the school team, providing support for students and general supervision aligned with programming design. An educational assistant will be supervised directly by the principal or a teacher designated by the principal. The principal will be responsible for the evaluation of the educational assistant.

Required skills:

- engage students in activities that promote learning
- motivate and encourage student participation
- support students to prepare for and successfully complete transitions throughout the school day
- assist students with gathering and organizing information and materials, meeting deadlines and assignment requirements, reviewing materials, and preparing for tests, as assigned
- support student learning by providing explanations and skill demonstrations, and by modelling appropriate classroom behavior to reinforce lessons taught by the teacher
- assist students in resolving interpersonal conflicts
- establish positive and respectful relationships with students and foster an effective learning environment
- facilitate student independence by reinforcing strategies to help students develop and use a process for problem solving
- apply strategies to build student self-confidence and promote student independence
- reinforce an atmosphere of safety and respect
- communicate effectively and respectfully with students, using language and tone appropriate to the student and situation
- interact with staff in a manner that contributes to positive relationships
- work collaboratively and cooperatively to support student programming
- organize and coordinate daily work activities to complete specific tasks
- identify work requirements and timelines from written and verbal instructions, asking for clarification as required
- approach the teacher to access information and resources in order to carry out work assignment(s)

- assemble, organize, collate, and construct materials according to teacher direction
- assist with supervision in school and community settings
- observe and record student performance/behaviour objectively and report it to the teacher
- operate, maintain, and supervise student use of specialized devices, equipment, and technologies, following safety requirements
- use equipment to the proficiency level required for current work assignment(s)

Education requirements:

- High School Diploma or equivalent
- Para Educator or Educational Assistant training through recognized diploma or certificate program
- Other applicable certificate or diploma from a recognized educational program, as approved by senior administration
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As per, Educational Assistants in Manitoba Schools Document
(www.edu.gov.mb.ca/k12/docs/support/ed_assistants/index.html)