

## **POSITION DESCRIPTION**

**POSITION TITLE:** Educational Assistant

**REPORTS TO:** School Administrator & Resource Teacher

### **PURPOSE OF POSITION**

To assist and provide support for the school team in creating a safe and effective learning environment in which each child can realize his/her potential; academically, socially, emotionally.

### **DUTIES & RESPONSIBILITIES**

- ❖ Implement and follow through with student program plans under the supervision of the classroom teacher
- ❖ Respect, trust and support the teacher and student, and maintain confidentiality at all times
- ❖ Work as a team member
- ❖ Maintain the discipline that has been established in the classroom and school
- ❖ Be prepared to take professional development or further training as required to increase skill levels at the job
- ❖ Meet regularly with the teacher to plan and assess programs used in the classroom
- ❖ Other duties as assigned provided they are in line with the Public Schools' Act and Division Policy

*Full descriptor available in section 12.0 "Support Staff" in this handbook.*