

**POSITION DESCRIPTION**

**POSITION TITLE:           SUBSTITUTE EDUCATIONAL ASSISTANT**

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The Substitute Educational Assistant is hired to support professional staff such as teachers and clinicians in providing appropriate educational programming for students with special needs. An educational assistant “must be supervised by the principal or a teacher designated by the principal”. EAA Regulation 23/2000.

**POSITION RESPONSIBILITIES:**

- Follows the requirements of the student’s individual education plan and behaviour intervention plan as specified by the teacher, clinician
- Provides assistance to individual or small group of students as specified by the teacher
- Provides supervisory presence in the classroom should the teacher be called out for a short period of time
- Assists with the supervision duties of special needs students in the school and on the playground
- Assist in the preparation of materials
- Provide student supervision at work education sites
- Active assistance with personal hygiene, toileting, dressing and undressing, feeding, lifting, transferring and moving students as required
- Follow requirements of relevant legislation and Division Procedures including PHIA & FIPPA
- Implement alternative communications strategies with students.

1. Professional Responsibility:
  - Will respect the confidentiality of information pertaining to students and staff
  - Will use the proper channels of communication according to school and division policy

2. Child Protection:

If a substitute educational assistant, in the course of their duties, has reason to suggest that a child has suffered or is suffering from abuse, they are required, by law, to report this information to the school administration and appropriate agencies.

The Educational Assistant may not engage in any of the following duties or activities and must not be required to do so by the employer:

1. Interpret obtained observations or data into diagnostic statements or clinical management procedures.
2. Administer diagnostic tests and interpret the results.
3. Determine case selection (decisions regarding the initiation, duration and termination of services).
4. Transmit clinical information (including data or impressions relative to client performance, behaviour or progress), either verbally or in writing, to anyone other than the Speech Language Pathologist.
5. Compose clinical reports except for brief observation and data notes to be held by the Speech Language Pathologist.
6. Refer a client to other professionals or other agencies.
7. Use any title, either verbally or in writing, other than that determined by the employer.
8. Report student-related information to parents, either verbally or in writing, as this is the responsibility of the teacher of the school administration.