



Elk Island Catholic SRD #41 has three classifications of Educational Assistant dependant on the coding of the student involved. The following are the position descriptions and corresponding pay grades.

CLASSIFICATION Educational Assistant, Level I
PAY GROUP Pay Group 5 (Start Rate \$17.14/Hour)

ROLE DESCRIPTION

Under the supervision and direction of the School Principal, Special Needs Facilitator, School Counsellor and/or the classroom Teacher, this position provides intermittent support for students who generally have mild/moderate disabilities and are not receiving Elk Island Catholic SRD #41 "Per Identified Student" division funding allocations. Typically, these students require occasional support in the following school related adaptive skill areas: academic assistance, social skills, self-direction, health and self-care and, communication. With this level of support, students are often served in small groups within the regular classroom setting. Educational Assistant support is provided infrequently, on an "as needed basis" in very few settings, to assist students to gain academic and social success.

KNOWLEDGE, EDUCATION AND EXPERIENCE

To serve as a Educational Assistant, Level I, applicants must possess at least one of the minimum entry level requirements: five years of successful experience in a similar position, OR a certificate or diploma from either a Teacher Aide or Early Childhood Assistant Program that has some training component that involves working with students with special needs OR a certificate, diploma or degree that involved training specifically related to assigned duties.

DUTIES AND RESPONSIBILITIES

The **Educational Assistant (Level I)** will perform the following duties:

1. Attend and participate in Special Needs Team meetings, case conferences and professional development activities, as determined by the Special Needs Team (consisting of the School Principal, Special Needs Facilitator, School Counsellor and/or the classroom Teacher).
2. Consult with the Special Needs Team on the goals, objectives and strategies for individual students identified in Individual Program Plans (I.P.P.s).
3. Complete specific, assigned interventions with identified students by the school's Special Needs Team in a number of school settings.
4. Administer prescribed medication to students in accordance with Division policy IHCD.
5. Assist with the preparation of student documentation, assignments, progress reports, and anecdotal records.
6. Prepare and organize instructional materials/equipment.
7. Provide supervision and support for individual students identified by the Special Needs Team.
8. Perform other related duties.

CLASSIFICATION Educational Assistant, Level II
PAY GROUP Pay Group 9 (Start Rate \$18.49/Hour)

ROLE DESCRIPTION

Under the supervision and direction of the School Principal, Special Needs Facilitator, School Counsellor and/or the classroom Teacher, this position provides extensive support for students who have mild/moderate or severe disabilities and are receiving Elk Island Catholic SRD #41 "Per Identified Student" division funding allocations. Instructional support is provided on a regular, ongoing daily basis. This assistance is usually provided across several settings, with regular direction and monitoring from both the classroom teacher and members of the school's Special Needs Team (Principal, Special Needs Facilitator, School Counsellor and/or the classroom Teacher).

KNOWLEDGE, EDUCATION AND EXPERIENCE

To serve as a Educational Assistant, Level II, applicants must possess at least one of the minimum entry level requirements: five years of successful experience in a similar position OR a certificate or diploma from either a Teacher Aide or Early Childhood Assistant Program that has some training component that involves working with students with special needs OR a specific certificate, diploma or degree that involved training specifically related to assigned duties.

DUTIES AND RESPONSIBILITIES

The **Educational Assistant (Level II)** will perform the following duties:

1. Attend and participate in Special Needs Team meetings, case conferences and professional development activities, as determined by the Special Needs Team (consisting of the School Principal, Special Needs Facilitator, School Counsellor and/or the classroom Teacher).
2. Consult with the Special Needs Team on the goals, objectives and strategies for individual students identified in Individual Program Plans (I.P.P.s).
3. Complete specific, assigned interventions with identified students by the school's Special Needs Team, in a number of school settings.
4. Administer prescribed medication to students in accordance with Division policy IHCD.
5. Provide medical and/or physical assistance and support for individual students.
6. Provide additional forms of assistance and support, as directed by an external consultant who is serving as a member of the school's Special Needs Team, with the consent of the School Principal.
7. Assist with the preparation of student documentation, assignments, progress reports, and anecdotal records.
8. Prepare and organize instructional materials/equipment.
9. Provide supervision and support for individual students identified by the Special Needs Team.
10. Perform other related duties.

CLASSIFICATION
PAY GROUP

Educational Assistant, Level III
Pay Group 16 (Start Rate \$20.73/Hour)

ROLE DESCRIPTION

Under the supervision and direction of the School Principal, Special Needs Facilitator, School Counsellor and/or the classroom teacher, this position provides pervasive support for students who have severe disabilities. These students have lifelong disabilities that are clearly apparent in all environments and can be potentially life-threatening in nature. Support is provided on a constant and high intensity basis in many, if not all school settings. Close contact, direction and monitoring from the classroom teacher, members of the school's Special Needs Team and other health and mental health professionals may be required. Specific examples of this type of care include but are not limited to:

- Catheterization;
- G-tube feeding;
- Toileting and diapering;
- Feeding assistance;
- Respiratory therapy interventions, physiotherapy interventions and other medically related tasks;
- Braille;
- Dressing and grooming; and
- Lifting and carrying students into and out of specialized equipment (i.e. gym equipment, sensory equipment, walkers, wheelchairs, toilets, commodes) to carry out program requirements as well as personal hygiene care.

KNOWLEDGE, EDUCATION AND EXPERIENCE

To serve as a Educational Assistant, Level III, applicants must possess at least one of the minimum entry level requirements: five years of successful experience in a similar position, OR a certificate or diploma from either a Teacher Aide or Early Childhood Assistant Program that has some training component that involves working with students with special needs OR a specific certificate, diploma or degree that involves training specifically related to the above-mentioned duties as they relate to those responsibilities in the following section.

DUTIES AND RESPONSIBILITIES

The **Educational Assistant (Level III)** will perform the following duties:

1. Attend and participate in Special Needs Team meetings, case conferences and professional development activities, as determined by the Special Needs Team (consisting of the School Principal, Special Needs Facilitator, School Counsellor and/or the classroom Teacher).
2. Consult with the Special Needs Team on the goals, objectives and strategies for individual students identified in Individual Program Plans (I.P.P.s).
3. Complete specific, assigned interventions with identified students in a number of school settings.
4. Administer prescribed medication to students in accordance with Division policy IHCD.
5. Provide medical and/or physical assistance and support for individual students in consultation with the appropriate medical professionals.
6. Provide additional forms of assistance and support as directed by an external consultant who is serving as a member of the school's Special Needs Team, with the consent of the School Principal.

7. Assist with the preparation of student documentation, assignments, progress reports, and anecdotal records.
8. Prepare and organize instructional materials/equipment.
9. Provide supervision and support for individual students at school or off-site school-related day trips or activities.
10. Perform other related duties.

Pay Groups as per the Communications, Energy and Paperworkers Union of Canada, Local 71 collective agreement:

| SCHEDULE "A-2" | | | | | | | |
|---|-----------------|----------|----------|----------|----------|----------|----------|
| September 1, 2008 to August 31, 2009 | | | | | | | |
| Pay Group | 0-12 mo. | 2 | 3 | 4 | 5 | 6 | 7 |
| 5 | 17.14 | 17.78 | 18.49 | 19.26 | 20.03 | 21.03 | 22.05 |
| 9 | 18.49 | 19.26 | 20.03 | 20.99 | 21.84 | 22.86 | 24.00 |
| 16 | 20.73 | 21.50 | 22.57 | 23.73 | 24.97 | 26.25 | 27.57 |