

EDUCATIONAL ASSOCIATE 1

PURPOSE:

An Educational Associate (Student Support Services and Prekindergarten), in collaboration with the teacher and other professionals, assists students in acquiring the skills and knowledge required to achieve independence in as many aspects of their daily tasks as possible.

A Community School Educational Associate assists school staff in enriching and enhancing the learning program through the preparation of instructional aids, supervision of students, and planning and presenting programs. Educational Associates also play a capacity-building role in working with parents and the community.

This position reports directly to the teacher/community school coordinator and indirectly to the principal and appropriate superintendent.

DUTIES AND RESPONSIBILITIES:

NOTE: Items marked with “o” are duties which apply to Student Support Services, Prekindergarten, and Community School Educational Associates. Items marked with “*” are duties specific to the Community School Educational Associates only.

Under the direct supervision of a teacher or other professional staff, Educational Associates work directly with students individually or in groups. Duties and responsibilities include, but are not limited to, the following

⇒ Assist with the Student Learning Program

- Assist students to achieve the outcomes identified in the Personal Program Plans;
- Assist students with knowledge and skill acquisition and the transfer of those skills and knowledge to real world situations;
- Participate in case planning and management for the provision of integrated services for students;
- Assist in the development and implementation of strategies to deescalate and change inappropriate behaviours;
- Engage in self-initiated or recommended professional/personal learning as it relates to various roles in supporting student learning, programming, and well-being.
- * Assist in the development and delivery of learning programs and learning activities; and
- * Assist in the preparation of learning materials, the collection of resource materials and the organization and filing of these materials;

⇒ Supervision and Personal Care

- Supervise students in all locations in which their learning program occurs;
- Supervise students in all school-related activities in a variety of settings and locations in the school and community;
- Assist students with their meals and feeding requirements; and
- Assist students with personal care needs which include, but are not limited to, tube feeding and toileting procedures.

⇒ Communication and Collaboration

With the guidance and upon the request of the teacher/community school coordinator/principal:

- Collaborate with parents and other professionals engaged in student learning programs;
- Observe and discuss the progress of students with the appropriate teachers;
- * Participate in, and/or facilitate, home visits; and
- * Inform parents and community members of social activities, events, and learning opportunities and encourage their active participation.

⇒ Transportation

- Transport students to and from school;
- Assist in securing students on the school bus and accompany them on the bus when required;
- Transport students to school-based activities in the community;
- Attend to home visits; and
- * Transport parents/guardians to and from school.

⇒ School Community Leadership

- Participate in developing the school Learning Improvement Plan and support the process for ongoing renewal;
- * Identify and encourage leadership among school and community members and promote active participation on the School Community Council;
- * Coordinate parent and community volunteers; and
- * Engage in parent education programs.

⇒ Nutrition

- * Coordinate the nutrition program;
- * Coordinate and/or prepare healthy and nutritious meals and/or snacks; and
- * Conduct nutrition-based classes for parents, students, and other community members.

⇒ Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.

⇒ Perform other related duties as assigned.

QUALIFICATIONS:

EDUCATION, TRAINING & EXPERIENCE:

- ⇒ Successful completion of Grade 12;
- ⇒ A one-year post-secondary Educational Associate certificate or equivalent post-secondary education, from a recognized institution as approved by the Board of Education.
- ⇒ Experience in the delivery of human services. (Human Services in this context refers to social work, health care, justice, counselling and community development).

REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:

- ⇒ Valid drivers licence
- ⇒ Safe Serve Certificate
- ⇒ First Aid/CPR

KNOWLEDGE, SKILLS & ABILITIES:

- ⇒ Knowledge of and ability to operate within Board policies and procedures.
- ⇒ Ability to supervise learning and school-related activities in a variety of settings and locations.
- ⇒ Ability to assist students in the development of:
 - Basic life skills including dressing, feeding, and personal care;
 - Gross and fine motor skills;
 - Communication skills;
 - Behaviour strategies that will support non-violent crisis intervention; and
 - Skills that foster successful student engagement and inspire completion of learning activities, assignments, and assessment activities.
- ⇒ Demonstrated knowledge and skill in the use of standard techniques required for lifting, moving, and securing.
- ⇒ Demonstrate a high regard for all children and youth that honours diversity.
- ⇒ Ability to maintain a positive, encouraging, supportive approach when interacting with all students, consistent with the belief that we can help all children learn.
- ⇒ Ability to plan and organize activities.
- ⇒ Ability to maintain accurate records and documentation and provide recommendations to the supervisor.
- ⇒ Ability to understand and carry out oral and written instructions.
- ⇒ Working knowledge of technology and software associated with the duties and responsibilities of this position.
- ⇒ Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- ⇒ Ability to establish and maintain professional and effective working relationships with all staff, students, parents and the general public demonstrating tact and diplomacy.
- ⇒ Ability to do heavy work (exerting up to 100 lbs. of force occasionally and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly).
- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.

ADDITIONAL INFORMATION:

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study.
- ⇒ Duties may involve working evenings and on the rare occasion working weekends.
- ⇒ Access to a private vehicle is required.
- ⇒ May be required to administer medication in accordance with Board Policy 8170 – Medication and Student Health.

CONCLUSION:

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations, if the work is similar, related, or a logical assignment to the position.

This position description does not constitute an employment agreement between the Board of Education and the employee, and is subject to change by the Board of Education as the needs of the employer and requirements of the position change.

**SASKATCHEWAN RIVERS SCHOOL DIVISION EMBRACES THE FOLLOWING
VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

Saskatchewan Rivers School Division Employees are expected to be exemplary role models at all times.