

SCHOOL DISTRICT #64 (Gulf Islands)
Job Description
Classroom Education Assistant, Alternate Programs

SUMMARY

Under direction provides instructional support to secondary education programs with emphasis on academic support, in an alternate education setting.

DUTIES

- Under direction:
- Supports student academic success in an alternate or integrated secondary school setting with a focus on senior core curriculum
- Assists students with locating and organizing learning materials and resources
- Supports community outreach and life skills development including career and future planning
- Assists students to develop technological literacy and positive lifelong learning patterns
- Supports students using assistive technologies including for provincial assessments
- Supports the implementation of behaviour management plans
- Monitors and responds appropriately to escalating behaviours
- Participates in staff, IEP and multi-agency meetings as appropriate
- Orders and collects materials to support student wellbeing in an alternate program
- Assists with office supply requests as appropriate

Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description.

QUALIFICATIONS

- Grade 12
- One year Education Assistant certificate or equivalent
- Minimum of two (2) years experience working with adolescents in a school environment
- Emergency First Aid Certificate
- Documentation of district approved training and experience in conflict resolution and nonviolent behavioural intervention
- Documentation of training and successful experience in positive behavior support strategies.
- Documented evidence of exemplary interpersonal skills and ability to work as a team member
- Or an equivalent combination of training and experience

RELATIONSHIPS

- Responsible to the Principal

APPROVED

On behalf of:
School District #64 (Gulf Islands)

Original signed by:
Scott Benwell
Secretary Treasurer

On behalf of:
CUPE Local 788

Original signed by:
Angela Thomas
President

Classification: Paraprofessional V

JJEC approved date: June 7, 2023