

Education Assistant

Gitsegukla Band

We are currently looking for 7 professionals to fill the roles of Education Assistant for our organization. This is an exciting opportunity to have a positive impact on the everyday lives of a First Nation community. Gitsegukla is located on Highway 16, approximately 40 km southwest of Hazelton, BC, and 100kms East of Terrace, BC.

Key Accountabilities and Scope:

Reporting to the Principal, the Education Assistant (EA) is responsible for providing special education services to students enrolled at the Gitsegukla elementary school. The EA works closely and daily with many students to help them reach their highest possible level of personal independence.

The nature of the EA's work varies according to the needs of the students. It includes individual student support and program assistance under the direction of the Classroom Teacher, School Principal and other members of the student's team, as outlined in the Individual Education Plan (IEP).

The EA is a member of the multidisciplinary team working with the student. Other members of the student's support team are the classroom teacher, principal, parents, and will include external second-level service providers.

General areas of responsibility include:

Program Support

- Assists classroom teacher in the education and/or training of students with special needs including learning, emotional, and/or physical challenges on a one-to-one basis, in small groups, or with the whole class.
- Documents, monitors and reports to teacher on program/strategy
- Engages in instructional activities and strategies that are consistent with philosophy and standard established by the student's support team.
- Shares information with the student support team to support design of Individual Education Plans (IEP), learning activities and transition plans
- Assists in the preparation and delivery of individual educational program goals and strategies
- Uses adapted strategies/activities to accommodate individual learner needs/styles
- Modifies and prepares specialized teaching aids and materials for students under the direction of the teacher
- Reviews/reinforces learning activities using lesson plans and learning strategies developed by the teacher
- Implements specific techniques and strategies as demonstrated by the teacher, and monitors effectiveness of workplace settings, and reports concerns to teacher/administrator
- Assists in the development of behavioural objectives and safely deal with aggressive and self-abusive behaviour from students towards self and others
- Instructs/assists students with personal hygiene, dressing, and eating routines, as required
- Implements a child specific therapy program developed by a physical therapist, occupational therapist, speech language pathologist, teacher of the deaf and hard of hearing
- Redirects any inquiries or concerns regarding a student's educational program to the Classroom Teacher
- Directs inquiries or concerns about the school to the principal
- Provides backup for other EAs and students as required

Gitsegukla Job Posting

- Develops positive rapport with students

Physical Care

- Dispenses medications as directed by the principal and/or nurse
- Administers basic first aid, as required
- Participates in training required to properly manage emergency situations (e.g. seizure management), and performs these specialized procedures following specific training, as required
- Builds awareness of student's safety in the school and community
- Supervises the student during class, on the playground, field trips, and to and from the school bus or home, as required

Confidentiality

- Respects the confidential nature of information concerning students. Discusses a student's progress, limitations, and/or educational program only with another member of the student's support team
- Discusses school problems, confidential matters, or administrative issues privately only with school staff involved
- Expresses differences of opinion privately with the classroom teacher and/or the other members of the student's support team

Respect

- Respects the dignity and self worth of all students and is always mindful of their rights and sensibilities
- Encourages the independence of the students
- Respects the student's special needs, race, sex, cultural background, and religion
- Serves as a positive role model

Other support

- Supervises students during classroom periods, playground sessions, lunch breaks, physical education/gym sessions, field trips, job shadowing or work experience, etc., as required
- Operates technology (e.g. audio-visual machine, tape recorder, CD player, computer, iPad, photocopier, and other specialized equipment), including special technology or standard systems, in the course of performing duties
- Provides care for equipment, including specialized devices, augmentative communications, communication devices, computer equipment, FM equipment, hearing aids and optical aids.
- Reports any need for repairs and adjustments to equipment to appropriate personnel (e.g. teacher, principal)

Administration and training

- Maintains data analysis records on students and liaises with the students' professional team
- Keeps a daily record of all activities, progress, and issues
- Participates in all required team meetings
- Participates in professional development activities, as instructed by the School Principal
- Seeks out relevant specialized training and discusses training needs with Student Services Coordinator

Gitsegukla Job Posting

Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the Principal and Education Coordinator.

Knowledge, Skills and Abilities:

- Ability to deal with changing situations and take direction from numerous professionals is essential
- Knowledge of the methods and practices related to the learning style and other needs of students with special needs
- Knowledge of the curriculum content and non-academic programs as required for assigned students
- Knowledge of behaviour theories, behaviour intervention strategies, anger management/conflict resolution techniques and situational safety assessment may be required
- Working knowledge of child development
- Ability to implement student Individual Educational Plan (IEP), Individual Care Plan, academic and other individual programs
- Ability to administer authorized medications and physiotherapy under direction
- Ability to administer basic first aid
- Strong abilities in time management, memorization, organization, and problem solving
- Ability to monitor, adapt and respond to meet the varying medical, physical, educational, and other needs of students
- Ability to function cooperatively with staff, and others and to maintain effective relationships with special needs students
- Ability to perform a variety of record keeping tasks, including the collection and monitoring of data
- Sufficient strength and agility to physically assist students with special needs

Experience and Education Requirements:

- High School degree or equivalent
- Completion of post-secondary degree or diploma in a related subject preferred.
- First Aid certification
- Special Education Teaching Assistant certificate, or equivalent training in psychiatric nursing, practical nursing or child care.
- Two years prior related experience working with children or young adults with special needs, including behavioral disorders in an educational, institutional, group home setting or support worker capacity, or an equivalent combination of training and experience.
- Experience in, or willingness to learn, new educational techniques and methodologies such as inquiry-based teaching
- Experience working in a heritage, cultural, educational, or non-profit setting is desirable.
- Valid Class 5 Driver's License (or equivalent) is desirable

Other Requirements

- Professional Appearance
- Must review and follow all Gitsegukla Policies and Procedures
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required

Gitsegukla Job Posting

If you are interested in learning more about this opportunity, please forward your resume and cover letter by email at gitseguklajobs@mp.ca

The deadline to provide your application is Monday, August 5, 2019

Please note only candidates considered for the interview process will be contacted.