

## SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES

### EDUCATIONAL ASSISTANT II (Special Needs)

#### 1. Position Summary

Under the general supervision of school administrators and with the input of other professionals, Educational Assistants promote and support inclusive practices within Seven Oaks School Division. Educational Assistants work collaboratively in assisting students with diverse needs and abilities, fostering engagement in the learning environment.

#### 2. Duties and Responsibilities

##### Instructional

- Facilitate inclusion for all students.
- Work within established school and classroom structures.
- Observe, document, monitor, record and report objective information with professionals as required.
- Follow PHIA (Personal Health Information Act) and FIPPA (Freedom of Information and Protection of Privacy Act) guidelines (laws).
- Reinforce specific techniques, strategies and language as directed by professionals.
- Assist in collecting, collating, and organizing materials, creating displays, and undertaking other supportive activities.

##### Student Specific Competencies

- Educational Assistants may assist the students with the following needs as outlined in Health Care, Behaviour or Individual Education Plan:
  - Health and medical.
  - Mental Health.
  - Cognitive/Neurological.
  - Communication/Language Development.
  - Sensory: General, Vision, Hearing.
  - Physical Assistance/Self Help/Personal Care/Lifts and Transfers.
  - Social Emotional/Behavioural.

References: [Educational Assistants in Manitoba Schools, Manitoba Education 2009](#)  
(click on the link to view)

### Supervisory

Educational Assistant's may assist in a variety of supervisory duties such as classroom, bus supervision, recess/lunch breaks, playground, field trips, promoting students safety at all times.

### **3. Education**

- Grade XII.
- First Aid Certificate/CPR.
- WEVAS or NVCI.
- Educational Assistant's Training Program Certification (Red River, University of Winnipeg, Urban Circle) or 1 to 2 years previous related experience.
- Specialized training related to specific areas: e.g. ABA, ASL, Braille, second language is an asset.
- Related post-secondary course work.