

6-5(b) CERTIFIED EDUCATION ASSISTANT 3 – PERSONAL CARE



SCHOOL DISTRICT NO. 73
(Kamloops-Thompson)

NATURE AND SCOPE:

Under the limited supervision of the Principal(s) and with general direction from the classroom teacher(s), the CEA 3 – Personal Care carries out a variety of tasks associated with the implementation of an individual or group education program while providing support for the behavioral and emotional needs of the student(s) assigned to them. Also provides input as part of a classroom team.

TYPICAL DUTIES:

- Assists classroom teacher in all aspects of daily classroom activities, including direct involvement with either individual or small groups of students who are totally dependent, require intrusive personal assistance on a daily basis and cannot assist you in any way for any of their needs. Students at this level may exhibit some behaviour as a result of their significant medical concerns but it would not be the primary concern.
- Provides assistance and support for self-care/personal hygiene, including but not limited to toileting, diaper changes, catheterization, choking, oxygen administration, grand mal seizures and/or feeding, and other physical needs as required by the student(s) assigned to their care.
- Required to perform heavy lifting and/or restrain students.
- Provides for the mobility of student(s) assigned to their care in and around the school.
- Assists with the development of various social, emotional and curriculum needs.
- Observes, monitors, records and provides feedback in areas identified as specific program goals.
- Prepares and modifies a variety of classroom materials as required.
- Assists students in the integration process.
- Provides noon hour supervision and other supervision as required.
- Participates in field trips and class activities/outings.
- Assists with the implementation and reinforcement of behavioural expectations and appropriate conduct.
- Interacts with parents, teachers and others on an as required basis.
- Other assigned job related duties.

ABILITIES, KNOWLEDGE AND SKILLS:

- Ability to communicate and maintain effective working relationships with the public, students, teachers, Principals and other employees of the Board.
- Ability to work effectively as part of a classroom team.
- Ability to identify and perform a variety of tasks within the program plan.
- Physical ability to lift or restrain students as required.
- Working knowledge of the special programs used in order to assist students with special needs.
- Basic Computer Skills.

QUALIFICATIONS:

- Grade 12 supplemented by a minimum of one (1) year post-secondary education in a related field
- Two (2) years proven previous work experience involving children with special needs, preferably in an educational setting.
- Some positions require a valid B.C. Driver's License.