



6-5(c) CERTIFIED EDUCATION ASSISTANT – DISTRICT RESOURCE ROOM

NATURE AND SCOPE:

Under the limited supervision of the Principal(s) and with general direction and supervision from the classroom teacher(s), the CEA-District Resource Room carries out a variety of tasks associated within the Resource Room. Tasks will include the implementation of individualized or group educational programs while providing varying degrees of support for the physical, behavioural and emotional needs of the students within the Resource room. Also provides input as part of a classroom team.

TYPICAL DUTIES:

- Assists classroom teacher(s) 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; have multiple learning disabilities with predominant behavioural characteristics that may be unpredictable, unintentional, or the result of a reflex action.
- Provides assistance and support for self-care/personal hygiene, including but not limited to toileting, diaper changes, catheterization, choking, oxygen administration, seizures and/or feeding, and other physical needs as required.
- Provides assistance, has input and implements behavioural programs as required.
- Required to perform heavy lifting and/or restrain students.
- Provides for the mobility and supervision of student(s) in and around the school setting as required.
- 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, Seizure Management, CPR, CPI, Provincial Resource Program for Autism and Related Disorders, and Special Education Technology.
- Three (3) years proven work experience involving children with special needs, preferably in an educational setting.
- Some positions require a valid BC Driver's License.