Durham District School Board
400 Taunton Road East, Whitby, Ontario L1R 2K6
Phone: 905-666-5500; Toll Free: 1-800-265-3968

Position Title: Educational Assistant I
Reports To: School administrator
Employment: 10 months
Location: Various

Job Summary

Educational Assistants I work as part of classroom teams to provide learning and well-being supports for students with special education strengths and programming needs. Their duties include implementing educational plans, providing behavioral support, and assisting with personal care to foster an inclusive and productive learning environment.

School administrators supervise all Educational Assistants. Student programming direction is also provided by Special Education Resource Teachers (SERTs) and Classroom Teachers.

Major Duties and Responsibilities:

Support Student Learning

- Assist students individually or in small groups using teacher-planned learning activities.
- Support students' physical and mental health.
- Observe and record student data and share with educators.
- Supporting IEP implementation under teacher/SERT direction.
- Participating in committees, events and activities to support academic success.

Prepare Classroom Materials and Equipment

- Prepare learning materials and tools that support individual student needs.
- Creating and using visual aids and tools to support individual student need

Maintain Records

- Maintain class and student records, charts, and files as directed.

Supervise Students

- Assist with general pupil supervision and support students during bus travel, including boarding, and implementing safety strategies.

Mitigate Risk of Injury Behaviours

- Use a range of strategies including accommodations, modifications, and individualized tools.
- Use redirection and de-escalation techniques.

Implement Life Skills and Alternative Goal Programming

- Support self-care (e.g., toileting, feeding, grooming, lifting).
- Assist with life skills (e.g., cooking, shopping).
- Develop community and work skills (e.g., transportation, advocacy, job training).

Support Inclusion and Integration

- Collaborate with educators and support staff to plan and implement inclusive practices and accommodations across learning environments.
- Be responsive to student needs to support in creating a calm, safe, and positive classroom and school climate
- Share observations and support integration.

Provide Physical Assistance

- Assist with dressing, toileting, positioning, lifting, and mobility aids.
- Support fine and gross motor skills programming.
- Prepare and use braille, audio, or tactile learning resources, as needed.
- Support expressive and receptive communication.

Assist in Physical Development

- Implement fine and gross motor skill activities and physical exercise programs under teacher and therapist direction.

Other Duties

- Perform other duties as assigned or requested by their supervisor.

Equipment Used

- Classroom equipment such as, but not limited to, computer, iPad, laminator, calculator, paper cutter, photocopier. Various types of equipment may be used to support students' occupational therapy and physical therapy goals. This may include versa lifts, wheelchairs, physiotherapy equipment, and equipment to assist with non-ambulatory exercises. Will also support the equipment use of students with developmental needs, supporting the equipment needs of students who are Deaf and Hard of Hearing as well as student that who are Blind or Low Vision (brailler).

Education

- Secondary School Diploma (Grade 12).

Additional Skills and Qualifications

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Required

- Behaviour management and de-escalation strategies certification strategies - training will be provided by the employer
- Experience with assistive technologies.
- Knowledge of Autism support strategies.
- Experience supporting individuals neurodiversity, developmental, intellectual disabilities, and mental health needs.
- Experience supporting students with risk of injury behaviours.
- Ability to support students on the bus before and after school.

Assets

- Ability to support students with exit-seeking an elopement behaviours.
- Experience with non-speaking students and augmentative communication tools.
- Experience with toileting, feeding, and lifting.
- First Aid and/or CPR training.
- Braille knowledge for students who are blind.
- Sign language fluency for students who are deaf or non-speaking.