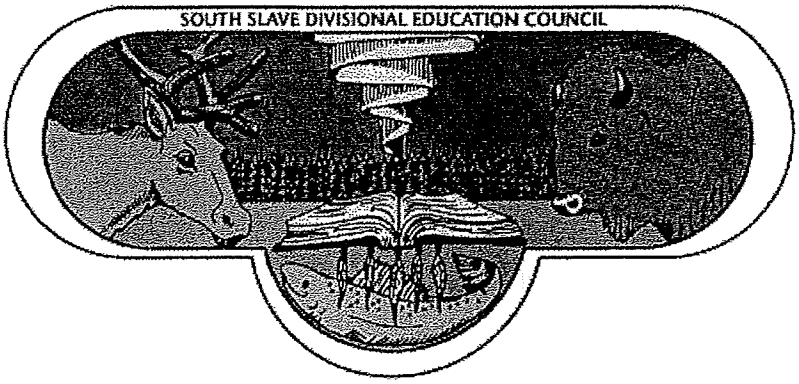


South Slave
Divisional Education Council

Classroom Assistant
Position Description

South Slave Divisional Education Council

The South Slave Divisional Education Council strives to provide relevant programs and resources to the students of the South Slave communities so they may fulfill individual education goals and become contributing members of society.

IDENTIFICATION

Job Title: Classroom Assistant	Location: Fort Smith	School/Office:
Position Number: 993058		

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Classroom Assistant is responsible for assisting with implementation of curricular and extra-curricular activities in order to provide students with an optimal learning environment in which to achieve their highest potential. The Classroom Assistant operates under the Education Act and the policies and procedures established by the division, district and school.

SCOPE

(The way that the position contributes to and impacts on the organization)

At the discretion of the Principal, the Classroom Assistant reports to the Principal, Program Support Teacher and/or Classroom Teachers. He/she is responsible for helping to provide quality curricular and program activities for students both inside and outside of the classroom. This may include providing additional assistance to students who are academically, physically, socially and/or behaviourally challenged. Extra-curricular activities may include cultural, sports, fundraising or other activities.

He/she is also responsible for assisting with the preparation of the classroom or work area and instructional materials in order to provide a positive learning environment, and preparing, organizing and delivering the resources required for successful schooling. He/she is responsible for assisting with documenting student achievements and for communicating with parents as directed by the Teacher. The Classroom Assistant may be responsible for assisting with the delivery of the Dene Kede and language programs, and for assisting with the integration of culturally and linguistically appropriate learning activities into the curriculum.

The Classroom Assistant has a direct impact on the ability of Classroom Teachers to provide and deliver quality curricular programs for all students. Support services greatly enhance the potential for all students to have a positive and rewarding educational experience. Failure to provide these support services significantly decreases the opportunity for all students to achieve success.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

The Principal, Program Support Teacher and/or the Classroom Teacher(s) will determine the specific duties of the Classroom Assistant. These duties vary from year to year and from time to time. In general, these duties will include, but may not be limited to, the following:

1. Provide the Classroom Teacher with assistance and support in the delivery of the curriculum in order to provide students with an optimal learning environment.

   Main Activities:

   - Assist with delivery of curriculum, lessons and lesson plans as directed by the Teacher
   - Deliver reading/math program support for "at risk" students or students experiencing learning disabilities
   - Deliver Teacher prepared programs with individual students or groups of students
   - Provide additional assistance to students who are experiencing learning difficulties
   - Plan and deliver learning activities for groups of students
   - Assist the teacher with classroom discipline according to guidelines developed in cooperation with the teacher
   - Assist by tutoring an individual student, working with small/large groups of students or in a team teaching situation with the teacher, always under the supervision of the teacher
   - Assist in evaluating student's understanding of directions, concepts and/or progress
   - Clarify teacher's and school expectations, directions for students and vice versa
   - Encourage students to develop independent skills in working, thinking and communicating
   - Provide assistance to designated students to ensure the highest possible degree of inclusion within the educational and social programs of the school
   - Occasionally lead the class in the absence of the Teacher
   - Assist with correcting students' work and evaluating student progress
   - Provide students with extra practice on concepts that have not been mastered
   - Act as a role model in the classroom and help raise students' sense of self-esteem
   - Listen to students read and practice language, math and other skills with students
   - Assist with individualized or modified education plans for students with special needs
   - Assist with students physical limitations and needs as required
   - Keep records and logs of activities and students
   - Plan regularly with the classroom teacher or other designated supervisor
   - Assist in the development and signing of IEP forms with the parent/guardian

2. Assist with the identification and preparation of appropriate (language and cultural) materials and the classroom in order to ensure the required learning resources are readily available

   Main Activities:
   - Prepare, organize and tidy the classroom or work area on a daily basis
   - Prepare and organize instructional materials including maintaining the bulletin board, making photocopies, laminating materials, making play dough, preparing craft materials, writing lessons on the display board, hanging pictures and items in the classroom or work area, etc.
   - Develop illustrative materials
   - Provide clerical assistance as requested by the Teacher

3. Participate in supervisory and extra-curricular activities in order to provide opportunities for all students to become active in cultural, sport and other activities and events

   Main Activities:
   - Supervise students in the school, on the school ground and in other locations
   - Patrol school grounds and halls at recess and lunch hour as per duty schedule
   - Supervise students getting on or off the buses
   - Monitor students on field trips and during extra-curricular activities
   - Attend committees (i.e. literacy, beautification, etc.)
   - Participate in staff meetings
   - Take advantage of personal skills that could benefit students through participation in extra curricular activities
   - Seek out work to be completed, as time permits

4. Participate in ongoing professional development activities

   Main Activities
   - Attend teacher workshops where possible
   - Participate in school professional development and activity days
   - Undertake professional development opportunities not provided by the employer such as the Teacher Assistant Certificate Program

5. Assist with preparation of reports concerning student achievements and limitations and communicate with parents in order to provide a realistic perspective of student success

   Main Activities:
   - Administer tests as directed by the Teacher
   - Provide Teachers with summaries of test results
   - Consult and assist with observing and documenting students' progress and behaviour
   - Prepare reports and provide input for student report cards on student academics and/or behavioral situations, as required
   - Help explain school policies and programs to parents as requested by the Teacher

- Relay parental concerns to the Teacher and/or Principal
- Attend parent teacher interviews when requested by the Teacher

6. Assist with delivery of the Dene Kede and the language programs in order to ensure the curriculum is delivered in a culturally appropriate and effective manner

   Main Activities:
   - Assist with planning the Dene Kede and the language programs
   - Ensure the Dene Kede and the language programs are appropriate for the community and region
   - Provide instruction in the Dene Kede and the language programs
   - Assist the Teacher with developing and integrating cultural and language components into the curriculum
   - Develop language and cultural learning activities and materials
   - Contact and coordinate resource people such as Elders to provide additional cultural and language information and training
   - Coordinate special events such as Culture and Language Day Camps

7. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have the ability to provide instruction in core academic subjects (reading, writing, mathematics) to students in a wide range of grade levels. This requires the ability to read and comprehend appropriate materials including reading and mathematics textbooks at various grade levels. The incumbent requires an understanding of different learning styles and a basic understanding of teaching, instruction and classroom management techniques. He/she must have or be prepared to obtain First Aid and CPR Certification. The incumbent requires knowledge of the students and must become familiar with their medical conditions. Knowledge of the goals, objectives and operations of the school and DEA as well as the local people and culture is required. The ability to speak the local Aboriginal language is considered a strong asset for this position.

Skills

The incumbent must demonstrate the following skills:

- ✓ excellent interpersonal skills
- ✓ team building skills
- ✓ analytical and problem solving skills
- ✓ ability to work in a multi-cultural setting with young people, staff and parents
- ✓ ability to work with students with special needs
- ✓ ability to speak the local language may be a requirement dependant on the students who have been identified with special needs
- ✓ ability to use sign language in special cases
- ✓ ability to read instructions, IEPs, minutes of meetings
- ✓ ability to write and maintain accurate student records
- ✓ basic computer literacy
- ✓ planning and organizational skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ effective written communications skills
- ✓ conflict management and resolution skills
- ✓ stress and anger management skills
- ✓ time management skills
- ✓ ability to deal with difficult situations
- ✓ project management skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Classroom Assistant. The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be empathetic to student needs and circumstances
- ✓ be positive and respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ be dependable, self-motivated, demonstrate sound work ethics and act as a role model for students
- ✓ demonstrate patience and self-control

The incumbent would normally acquire the requisite knowledge and skills through completion of Grade 12 and related experience in an educational environment. Equivalencies will be considered.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Classroom Assistant position is physically demanding. The CA spends a significant portion of time standing or walking in the school. He/she is expected to participate in student activities and must regularly lift or carry materials. In certain situations, he/she may be required to intervene in physical confrontations between students. He/she is required to spend a significant amount of time each day outside supervising children in cold and inclement weather. He/she may also be expected to assist students who have physical limitations (such as in wheelchairs) which significantly adds to the physical demands of the position.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The CA is exposed to cold and inclement weather on a daily basis. He/she must also deal with situations involving blood and injury and provide basic medical attention. Certain students may display inappropriate behaviors such as abusive language or may have personal hygiene problems. He/she may also encounter dogs and other animals in the playground. The CA may be required to assist students with such activities as toileting.

Sensory Demands

(The nature of demands on the incumbent's senses)

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The Classroom environment can also be noisy and stressful. The personal hygiene of some students may be offensive.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

Classroom Assistants work in a very noisy and active environment. Although the work is generally very rewarding, situations will often arise that lead to mental or emotional stress. In some cases, students may not attend regularly and/or make the expected progress, which can lead to frustration and emotional fatigue given the time and energy provided by the Classroom Assistant.