



## **EDUCATIONAL ASSISTANT (EA)**

### **HOURS OF OPERATION:**

#### **Before and After School Programs (Split Shift):**

- 7:00am to 9:00am (Before School)
- 2:00pm/3:00pm to 6:30pm\* (After School Program – hours vary per school location\*)

### **QUALIFICATIONS:**

*As a Fun on the Run team member, you will need to provide the following documents:*

- A current Vulnerable Sector Screening (within 6 months)
- A clear and detailed medical record with an up-to-date immunization record, including a 2 Step Tuberculosis (TB) test
- A valid Standard First Aid and CPR Level C certification
- A minimum of one (1) year experience working with a children with diverse needs
- A copy of completion of the Worker Health and Safety Awareness online certification
- A valid Food Handlers certification

### **ROLES AND RESPONSIBILITIES:**

*As an **Educational Assistant** with Fun on the Run, the Employee is required to fulfill the following duties on a daily basis. Please note that the full list of duties and responsibilities is **NOT LIMITED** to the items listed below:*

- Oversee the day-to-day delivery of the classroom program, alongside the classroom educators
- Assist the classroom educators and DiverseEd Consultant in the planning, development, and implementation of the child's Individualized Support Plan (I.S.P.) and Individual Education Plan (I.E.P.)
- Deliver interventions or strategies as set out in the I.S.P. and/or I.E.P.
- Assist in the preparation of materials and monitoring of programs
- Supervise and assist individuals or groups of children during classroom activities, outdoor play, meals, gym play, excursions, bus and/or taxi arrivals and departures, and other situations as required
- Assist children with personal and medical care in accordance with current policies and procedures, which may include the administration of medication, feeding, dressing, toileting, hygiene, lifting and positioning, and assistance with mobility
- Work as an active member of the team to ensure the safety and success of all children
- Assist the classroom educators in dealing with the behavioural needs of the child
- Assist with on-going assessments of programs and write daily anecdotal reports and records (i.e. Daily Communication Report), as required
- Attend professional development workshops/training as required
- Abide by Fun on the Run's program statement, along with all established policies and procedures

- Maintain all personal information related to the Centre, families, children, and team members, ensuring that they remain confidential at all times
- Report to the Site Supervisor and DiverseEd Consultant to resolve any concerns regarding a child, family, or team member
- Treat all children, families, team members, and all members of the school community with dignity and respect
- Remember that the needs of all children and families always come first; supervision of the children at all times is of the utmost importance in an effort to ensure safety and awareness
- Work co-operatively and professionally with other team members; the concept of teamwork must be integrated on a daily basis within your practice
- Honor your duty to report to Children's Aid Society (C.A.S.) if you suspect and/or witness child abuse
- Establish positive daily communication with the parents/caregivers, as well as acknowledge each child when they arrive and when they leave the program
- Perform duties that support children as required throughout the entire duration of the program
- Attend all mandatory team member meetings