



Provincial Job Description

TITLE:
(231) Teacher Assistant

PAY BAND:
7

FOR FACILITY USE:

SUMMARY OF DUTIES:

Assists in the provision of special education programs for youth with learning / behavioural problems and difficulties.

QUALIFICATIONS:

- ◆ Educational Assistant certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Ability to work with special needs clients

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Program Activities

- ◆ **Assesses educational needs through observation and reporting.**
- ◆ **Provides input into planning programs.**
- ◆ **Prepares learning materials and resources.**
- ◆ **Assists with delivery and evaluation of educational programs.**
- ◆ **Assists with supervision of learning activities.**
- ◆ **Assists with monitoring performance and behavior.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: October 16, 2018