POSITION DESCRIPTION

EDUCATION ASSISTANT

RESPONSIBILITIES & DUTIES

Education assistants may be allocated to assist in the Kindy, Pre-Primary, Primary, Secondary Science, Home Economics, Education Support Unit, Library and Computing or any other classes which the principal deems necessary.

The duties include:

INSTRUCTIONAL

- Preparation of teaching aides, materials and other items for the class teacher.
- Supervision of small groups as directed by the class teacher.
- Care of students with special needs.
- To develop a professional working relationship with the teacher and perform duties in a professional manner.
- To provide feedback to the teacher so that he/she can effectively report and communicate with parents.
- To provide appropriate encouragement and positive reinforcement for students.
- To respect the teacher’s expectations for the tone in the classroom (i.e. quiet work periods).
- To share successes and challenges experienced by students.
- To assist large groups while teacher works with individuals or small groups.
- To reinforce or drill following the lesson; to assist with follow-up assignment. (EA must know material and the manner in which student is to be assisted and match the teaching strategy with the learning style of the student)
- To encourage student independence and the development of unique talents of individual students.
- To deliver the appropriate program as outlined in the IEP; to assess the progress of the student with the IEP.
- To understand and assist with the physical needs of the student, i.e. allergies, medication.
- To assist in occupational, physiotherapy, speech and other therapy or behavioural programs as directed.
- To be knowledgeable of school philosophy, procedures and policies (i.e., physical intervention, violent incident reports, medication, etc.).
- To assist with the supervision of in-school and out-of-school student activities.
- To assist in the development, implementation and tracking of instructional programs.
- To be responsible for reporting information if a child discloses information of abuse.
- To communicate regularly with school support staff and provide input.
- To direct parents to discuss concerns and issues with the teacher.
BEHAVIOUR MANAGEMENT

- To assist the teacher in observing, recording, charting learning or behaviour, making anecdotal records, etc.
- To promote behaviour management and maintenance of appropriate behaviour after teacher has provided goals and management strategies.
- To encourage and apply general classroom management strategies which promote appropriate student behaviour.
- To provide feedback to the teacher.

ETHICAL RESPONSIBILITY

- This position requires you to be a committed Christian who is in active fellowship of a local church. You must be in agreement with the Statement of Belief as upheld by the College and supportive of the ethos and ministries of Goldfields Baptist College.
- To be part of school team (may request a team meeting to address any concerns)
- Responsible for professional conduct and demonstrate an understanding of, and commitment to the policy of confidentiality.
- To show dignity and respect for staff and students.
- To develop a plan for personal and professional growth.
- To build a relationship with the whole class (i.e., circulate around the room)

GENERAL

- To, occasionally, attend conferences and professional development seminars as determined by the Principal.
- To attend staff meetings and phase meetings.
- To arrive in time for, and attend the 8.00am staff devotions session each school day.
- To attend assemblies.
- To participate in playground supervision, sports duties and extra-curricular activities.
- To attend to any other activities as directed by the Principal.
- To attend all classes set out in timetable.

KEY SELECTION CRITERIA

- Appropriate qualifications as an Educational Assistant.
- An ability to work with and alongside an experienced teaching team.
- Be a committed Christian demonstrating an active involvement in their local church.

REMUNERATION

- Salary package will depend upon qualifications and years of experience, and based upon the Goldfields Baptist College Non-Teaching Staff Agreement 2009-2012.
- The College will provide the required level of superannuation in accordance with the Commonwealth Government’s Superannuation Guaranteed Charge legislation and the agreement.