

SUMMARY

Under the general supervision of the Principal or designate, provides a range of services for students with diverse needs which include personal care, behaviour support and assistance with educational programs. This includes the provision of services requiring additional skills and training through Nursing Support Services, to provide delegated nursing care.

DUTIES

1. Assists professional staff in the delivery of educational instruction to specified students, with planning, and collection of materials and supplies, prepares classroom and equipment, monitors, observes and reports.
2. Provides medical care for some students, as delegated by Nursing Support Services, including administering medication, suctioning, catheterization, monitoring for seizure severity and keeping reports.
3. Provides care for some students such as feeding, toileting, cleaning and washing of students, clothes and equipment.
4. Carries out medically directed, individual non-manipulative physiotherapy exercises and treatment for physically fragile students.
5. Operates, services, adjusts, and sanitizes specialized personal and medical care equipment.
6. Operates normal office and classroom equipment including photocopier, typewriter, audio-visual equipment and personal computer.
7. Operates, adjusts, and assists with specialized instructional equipment including speech computer, light pointer, zygo and household and workshop appliances.
8. Communicates using sign language, braille or other specialized skills with students as required.
9. Liaises with educators, health professionals and parents.
10. Participates in specialized training sessions and workshops both in and out of district.
11. May be required to provide direction or assistance to other staff.
12. Maintain Level One First Aid certification.
13. May on occasion be required to perform other related duties as assigned.

QUALIFICATIONS

- High school graduation or the equivalent.
- Successful completion of a program equivalent to the Vancouver Island University Education Assistant certification, including two 105-hour practicums, or an equivalent combination of training and experience.
- Successfully complete training through nursing support services.
- Delegated nursing duties awarded annually to senior qualified EA.
- One-year previous experience with respect to an individual student's supplementary medical care, including, but not limited to, seizure protocols, diabetic care, the administering of medications and other health-related monitoring and interventions or an equivalent combination of training and experience.
- Excellent leadership, interpersonal and communication skills.
- Skills in basic behaviour management.

- Knowledge of specialized educational, therapeutic and medical equipment required for designated students.
- Demonstrated ability to establish and maintain respect for and from students.
- Ability to keep accurate records.
- Ability to operate audio-visual equipment and other standard classroom and office equipment, including a personal computer.
- Knowledge of sign language and/or braille.
- Physical capability to perform the job duties.
- Ability to maintain the confidentiality of sensitive information seen or heard.

JE: August 1990

1992.01.28/1992.02.12/1994.12.01/2000.07.12/2022.05.03

School District 68 (Nanaimo-Ladysmith)