

Position Summary

The Educational Assistant is primarily responsible for providing tutorial assistance to students with diverse learning needs, who require additional support to achieve their learning objectives. The EA may also help instructors enhance the learning experience of students in the classroom.

Duties and Responsibilities

Tutorial Assistance

- Provide support, within the general framework of essential skills, to promote student learning and the successful completion of their program.
 - Essential skills, which provide the foundation for learning all other skills, include reading, document use, numeracy, writing, oral communication, working with others, thinking, computer use and continuous learning strategies.
- Assist in bridging learning gaps (where what the student is expected to know at a certain point does not equal what the student has actually learned).
- Schedule individual or group tutorial assistance, in or out of the classroom, to meet student needs.
- Assist in the development and the implementation of learning assistance strategies, plans or accommodations for students.
- Assist in monitoring student learning and progress.
- Report to the appropriate designate regarding student progress and recommended adjustments to the learning assistance plan.
- Provide additional resources to students, as required.
- Build rapport with students to facilitate a positive experience.
- Distance learning supports for students and instructors, as required.

Instructional Assistance

- Assist in classroom demonstrations.
- Assist in facilitating the use of computers and related technology.

Administration

- Attend student functions.
- Attend meetings as required to meet student needs and/or organizational objectives.
- Reporting as required.

It is noted that the duties and responsibilities outlined above are representative, but not all-inclusive.

Knowledge, Skills, Abilities, and Education

Candidates must be able to demonstrate:

- Strong knowledge of the fundamentals of reading, writing and math.
- Knowledge of adult education principles.
- Knowledge of individualized and classroom instructional techniques.
- Knowledge of and the ability to communicate effectively and cooperatively, both orally and in writing, with people from various backgrounds.
- Ability to assess students' learning needs and to facilitate learning opportunities to meet those needs.

- Ability to innovate and motivate, including a capacity to deal appropriately and effectively with challenges, issues and problems.
- Proficient with the operation of audio-visual equipment, as well as demonstrated proficiency in word processing, email and internet
- Leadership skills.
- Well-developed time management and organizational skills.
- Willingness to work with individuals from diverse backgrounds.

Education

- Minimum education requirements of this position include a Grade 12 diploma supplemented with one year of related post-secondary education.
- Preference will be given to candidates who have either an Educational Assistant certificate or a relevant Bachelor's degree.

Experience

- One year of experience supporting students as an Educational Assistant.
- Experience working in cross-cultural learning environments is an asset.