

POSITION SUMMARY

The Educational Assistant provides assistance to instructors in facilitating programming. The Educational Assistant is primarily responsible for providing course supports and tutorial assistance to students with diverse learning needs, who require additional support to achieve their learning objectives

SCOPE OF WORK

1. Division: Education & Training
2. Function: Instructor Aid
3. Supervisor: Program Coordinator
4. Direct Reports: None
5. Budget Responsibility: None

RESPONSIBILITIES

- Duties and responsibilities include, **but are not limited to** the following:
- Provide teacher and student support for “Live On-line” courses to promote student learning and the successful completion of their program.
- Assist in facilitating students with the use of computers and related technology, including Google Classroom and ZOOM.
- Assist in monitoring student learning and progress, including invigilating tests and exams.
- Distribute and maintain instructional materials as required.
- Assist in classroom demonstrations.
- Schedule individual or group tutorial assistance, in or out of the classroom, to meet student needs.
- Reporting as required.

QUALIFICATIONS**Knowledge and Skills**

- Strong computer skills, with knowledge of Microsoft Office and Google Classroom an asset.
- Knowledge of and the ability to communicate effectively and cooperatively, both orally and in writing, with people from various backgrounds.
- Strong knowledge of the fundamentals of reading, writing and math.
 - Knowledge of adult education principles.
 - Knowledge of individualized and classroom instructional techniques.
- Ability to organize time effectively and to work independently.

Education and Experience

- 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 Bachelor of Education degree.

- One year experience supporting students as an Educational Assistant.
- Training or experience in adult education and cross-cultural learning environments is considered an asset.

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