

Certified Education Assistant

Duties and Responsibilities

Excerpts from the CEA District Handbook

- **Assist classroom teacher in the education and/or training of students with special needs including learning, emotional, and/or physical challenges on a one-to-one basis, in small groups, or with the entire class.**
- **Assist in the preparation and delivery of individual education program goals and strategies.**
- **Coach students, mark students' work, and assist students with corrections, as required, and maintain records.**
- **Assist in the development of behavioural objectives and safely deal with aggressive and self-abusive behaviour from students towards self and others.**
- **Supervise students during classroom periods, playground sessions, lunch breaks, physical education/gym sessions, field trips, job shadowing or work experience, etc., as required.**
- **Instruct/assist students with personal hygiene, dressing, and eating routines, as required.**
- **Modify and prepare specialized teaching aids and materials for students under the direction of the teacher.**
- **Dispense first aid and handle emergency situations, such as seizures, as required. May consult on-site designated first aid staff member as appropriate.**
- **Provide catheterization or other related services for students as required and following specific training.**
- **Maintain data analysis records on students and liaise with the students' professional team.**
- **Operate audio-visual machine, tape recorder, CD player, computer, photocopier, and other specialized equipment in the course of performing duties.**

A CEA May

- Be temporarily left alone to supervise in the classroom.
- Work under indirect teacher supervision with individuals and groups.
- Have specific instructional and behaviour management responsibility for students
- Be involved in team meetings regarding a specific student and communicate with team members on an ongoing basis.
- Facilitate the appropriate inclusion of students with special needs in regular classes.
- Be assigned record keeping tasks relevant to student IEP.
- Aid the teacher in supervising students during assemblies and group field trips.
- Transport and accompany students for community based instruction as described in the IEP and as covered by school district field trip policy. You may agree to transport a child but can't be required to do so.
- Communicate appropriately with parent(s) as specifically directed by case manager, A. O., Teacher, or as outlined in the IEP.

A CEA May Not

- Operate without teacher direction.
- Substitute for teachers or have responsibility for a class.
- Decide which concepts and skills are to be taught.
- Be given responsibility for designing student programs/curriculum.
- Be given sole responsibility for the inclusion of students.
- Be responsible for student diagnosis, evaluation, or reporting.
- Take responsibility for arranging and supervising class field trips.
- Take a student out of the class or school without permission or knowledge of the supervising teacher.
- Communicate on their own accord with parent(s) about behavioural/educational issues.

Further CEA Information

Excerpts from the Collective Agreement

1. Break Periods

Article 21 (d) – Employees working less than five (5) hours shall be permitted a fifteen (15) minute rest period. Employees working five (5) hours or more shall be permitted a fifteen (15) minute rest period in the first half and a fifteen (15) minute break in the second half of the shift.

2. Minimum Hours

Article 21 (c) - If you arrive at a school and there is no work, you are paid for a minimum of two (2) hours and receive payment for return mileage.

3. Short-Term Disability Program

Article 26 (a) – A regular employee unable to work due to illness, disability, quarantine, or an accident not compensated under WCB shall receive 100% pay for the first six (6) working days absence in any one year. After that it is a 66 2/3% regular pay for up to 180 days.

4. Other Specific Responsibilities

In accordance with the Job Evaluation Program, some CEA jobs attract a higher rate of pay. These are:

- **CEA – personal care (feeding, positioning, toileting, grooming, assisting with mobility)**
- **CEA – medical (perform specialized medical procedures)**
- **CEA – braille (facilitate communication utilizing sign, Braille, etc.)**
- **CEA – deaf/blind intervener (facilitate communication utilizing sign, Braille, etc.)**
- **CEA – signing interpreter (facilitate communication utilizing sign, Braille, etc.)**