



GITKSEN WEST SECONDARY SCHOOL EDUCATIONAL ASSISTANT JOB DESCRIPTION

GITKSEN WEST SECONDARY SCHOOL

Gitksen West Secondary School is a brand-new, state-of-the-art high school serving the Gitwankak, Gitsegukla and Gitanyow First Nations. We provide a safe, inclusive, and culturally rich learning environment that blends academic excellence with Sim'alg yax and Gitksen culture, and traditions. Our modern facilities include specialized classrooms for science, arts, and trades, a full commercial kitchen for nutrition programs and culinary studies, a gymnasium, and outdoor track and sports field. Students have opportunities for work experience, leadership, and skill-building programs, while staff benefit from a collaborative and innovative professional environment.

JOB SUMMARY

The High School Educational Assistant (EA) supports students in Grades 8–12 in achieving academic, social, emotional, behavioral, and life skill goals within an inclusive secondary school environment. Working under the direction of teachers and the Learning Support Teacher, the EA assists students with diverse learning needs in accordance with the vision, mission, philosophy, strategic plan and policies.

The EA provides targeted support in academic classes, life skills programs, vocational settings, and community-based learning environments to promote independence, graduation success, and post-secondary transition readiness. The EAs work collaboratively with the Learning Support Teacher, classroom teachers to ensure that students with diverse learning needs receive appropriate supports and individualized programming. At Gitksen West Secondary School, the Learning Support Teacher plays a key role in delivering culturally responsive, strength-based, and trauma-informed practices that reflect Sim'alg yax, Gitksen culture, and holistic approaches to student well-being.

REPORTS TO

2. Principal

EMPLOYMENT QUALIFICATIONS

- Completion of a recognized Educational Assistant or Special Education Assistant certificate/diploma
- Minimum Grade 12 Dogwood Diploma
- Experience working with First Nations students and knowledge of culturally responsive and trauma-informed practices, an asset
- Experience working in a secondary (high school) environment
- Patience and professionalism with adolescents
- Flexibility in a dynamic secondary school environment

- Commitment to inclusion and graduation success
- Training in Non-Violent Crisis Intervention (NVCI) or similar programs. an asset
- Experience supporting students in work experience or vocational programs
- Familiarity with assistive and adaptive technology used in secondary schools
- Understanding of the BC Education Curriculum and related educational programs
- Excellent communication, organization, and collaboration skills
- Excellent problem solving and decision-making skills
- Ability to provide direct service to students in small group, pull-out, and push-in situations
- Ability to work collaboratively as part of a team
- Excellent organizational and administrative skills, including technology
- Knowledge of public, independent, and band-operated schools
- Valid First Aid and CPR certification
- Clear Criminal Record Check with Vulnerable Sector Screening.

DUTIES AND RESPONSIBILITIES

Academic & Classroom Support

- Assist students in Grades 8–12 in core academic subjects (English, Math, Science, Social Studies) and elective courses.
- Support the implementation of Individual Education Plans (IEPs), including planning, researching, adapting, and collecting instructional materials.
- Reinforce teacher and the Learning Support Teacher instruction, clarify assignments and expectations, and monitor student work and completion.
- Assist students with organization, time management, study skills, exam preparation, credit completion, and graduation requirements.
- Monitor classes and supervise students when the teacher is briefly absent.
- Use computers, assistive technology, and specialized equipment to provide instructional support, including augmentative and alternative communication (AAC) systems (e.g., communication boards, switches, FM systems, basic sign language), and troubleshoot/program equipment as needed.

Life Skills & Transition Support

- Support students in developing daily living skills, independence, self-esteem, self-advocacy, and personal interests.
- Provide life skills training (e.g., hygiene, cooking, shopping, banking, employment readiness).
- Support career education, vocational training, work experience placements, and transition planning aligned with post-secondary pathways (employment, trades, college, university).
- Accompany and supervise students during community-based learning activities and field trips, ensuring safety and appropriate behavior in various settings.
- Transport and support students as required for community-based activities.

Behavioral & Social-Emotional Support

- Participate as a member of the School-Based Team to plan, implement, and evaluate students' academic, social, emotional, and physical needs.
- Implement Positive Behaviour Support Plans, safety plans, and trauma-informed, restorative practices.
- Support students during times of dysregulation using non-violent and non-physical crisis intervention strategies.
- Clarify expected behaviors, support self-regulation, and promote appropriate peer interactions and social inclusion.
- Monitor and support student behavior during arrival, class transitions, lunch, dismissal, playground, and community settings.
- Advise teachers and the principal of unusual student comments, behaviors, or patterns of concern.

Assessment, Monitoring & Documentation

- Collect and maintain accurate data on student learning, behavior, functional assessments, and progress.
- Observe, monitor, and document changes in students' academic performance, health, emotional well-being, and physical needs.
- Assist school staff and external professionals (e.g., Occupational Therapist, Physiotherapist, Speech-Language Pathologist, Psychologist) in evaluating student progress and implementing recommended programs.
- Compile information and materials for meetings and participate in IEP meetings, case conferences, and transition planning sessions.
- Maintain accurate documentation and follow school policies and privacy legislation regarding confidentiality.

Personal Care, Health & Safety Support (as required)

- Assist with mobility, lifts, transfers, and personal care (e.g., toileting, menses, clothing, catheterization, oral and tube feeding, diapers).
- Dispense medications and carry out procedures as outlined in individual Health Care Plans or Medication Administration Forms.
- Provide preventative and emergency response care (e.g., seizures, choking, other health concerns).
- Maintain required First Aid and CPR certification.
- Organize and monitor safe arrival, departure, emergency evacuation procedures, and overall site safety.

Collaboration & Advocacy

- Work collaboratively with classroom teachers, Learning Support Teacher, Student/Family Advocate, Youth Support Worker, administration, and external professionals.

- Act as an advocate for students and support effective communication between students, staff, families, and service providers.
- Provide relevant information to appropriate staff regarding student-specific needs (safety, health, academic, emotional, and social).
- Support culturally responsive practices, including Gitksen cultural awareness and inclusion.
- Follow school policies and procedures related to privacy, confidentiality, and professional conduct.

Working Conditions

- Work occurs in classrooms, learning support rooms, shops, labs, gyms, and community-based settings.
- May require lifting or supporting students with mobility needs.
- Position follows the secondary school calendar.
- Daily schedule may vary based on student timetables and needs.

GENERAL DISCLAIMER

THE ABOVE STATEMENTS are intended to describe the general nature and level of the work being performed by employees assigned to this work. This is not intended to be an exhaustive list of all duties and responsibilities. Gitksen West Secondary School Board reserves the right to amend, change, add or remove responsibilities to meet business and organizational needs as necessary, in accordance with applicable Employment Laws.

EMPLOYEES HAVE THE RIGHT AND RESPONSIBILITY to ensure their own healthy and safe work environment, by exercising their right to: “Information, Instruction and Training”, “Refuse Unsafe Work” and “Participate in Workplace OH&S Programs”, as outlined in the Worker’s Compensation Act with WorkSafe BC or any other laws or regulations, both provincially and federally governing the Gitksen West Secondary School. It is intended that all tasks and responsibilities are performed by staff in a manner that ensures their safety and health and those of their co-workers.

IN THE OUTLINED DUTIES in this job description, it is highly probable that the employee will be exposed to very confidential and sensitive information. Therefore, it is intended that employees that fulfill these tasks will do so with the strictest of confidentiality as outlined in the Privacy and Confidentiality Act and any other applicable laws or regulations, both provincially and federally governing Gitksen West Secondary School and its employees.

YOUR SIGNATURE BELOW is an acknowledgement and commitment that you have read and understand the above outlined job description and will continually strive to accomplish each task in a professional and appropriate manner.

Educational Assistant’s Name	Educational Assistant’s Signature	Date
GWSS Principal’s Name	Principal’s Signature	Date

February 2026