

# **EDUCATIONAL ASSISTANT**

## **GENERAL**

This series is restricted to positions working in laboratories or classrooms within the Community Colleges Division. These positions work under the general direction of an Educational Supervisor or Instructor and perform a facilitating role to the instructional process. The various functions carried out are demonstration and instruction in laboratories, supervising and assisting students in individualized progress areas, providing tutor and interpreter services and the control, maintenance and repair of the various levels of equipment within the laboratories.

# EDUCATIONAL ASSISTANT 1

This level is assigned to positions which function as an Interpreter for the Hearing Impaired or as a Student Supervisor and will perform duties as outlined below.

## 1) Interpreter for Hearing Impaired

Incumbents will provide facilitating services to hearing impaired students or prospective students by interpretation and reverse interpretation.

Develops vocabulary lists and signs for words that do not exist in sign language.

Reviews lecture material with students.

Assigns note-takers and ensures notes are taken.

Provides ancillary services to hearing impaired students by attending job interviews, special lectures, student functions, doctor's appointments, etc.

May instruct in sign language classes offered to faculty staff and students.

Performs other related duties as assigned.

## 2) Student Supervisor

Incumbents are responsible for operating an individualized study and/or testing area and for supervising students in such areas.

May distribute remedial material or set up remedial equipment for student usage and will ensure equipment is operating properly.

Maintains supplies and resource materials in the area.

May supervise and mark entrance or unit tests.

May offer limited assistance or guidance to students having difficulty with a specific assignment or refer students to appropriate instructors.

Will perform other related duties as assigned.

## **QUALIFICATIONS**

1. Incumbents must have complete competence in the communication processes of the hearing impaired and a requirement to successfully complete a formal evaluation of their interpreting skills. Interpreters must have a general knowledge and understanding of problems encountered by the hearing impaired and the ability to determine their communication level.
2. Education equivalent to the level of program in which students are enrolled. One year's experience in the field plus a thorough knowledge of the materials and equipment in the area.

# EDUCATIONAL ASSISTANT 2

## GENERAL

This level is assigned to positions which will function as an Instructional Assistant, a Technician or an Interpreter/Tutor and will perform duties as outlined below.

### 1) Instructional Assistant

Incumbents in this class will provide general guidance and assistance to students in a specific laboratory or shop.

Will prepare for labs by setting up equipment and ensuring it is in proper working order and that supplies are available.

May provide technical assistance on usage of equipment or technical procedure.

May allocate and control inventory of equipment and ensure proper maintenance of the lab or shop.

Performs other related duties as assigned.

### 2) Technician

Incumbents in this class are primarily responsible for the repair, service and general maintenance of sophisticated equipment and normally are required to work with one program.

May develop, construct or modify equipment and/or parts and operate complex equipment.

Runs check-out tests on existing equipment.

Maintains an inventory of parts, equipment and shop supplies and will recommend on replacement of existing equipment or acceptance or rejection of new equipment.

May present or assist in specific demonstrations to students either on a resource

or time-tabled basis.

Performs other related duties as assigned.

### 3) Interpreter/Tutor

Incumbents in this class provide expressive and receptive interpreting/ translating to hearing impaired students.

Develops vocabulary lists and technical signs.

Provides ancillary interpreting services.

Monitors students working on individualized programs.

Provides tutorial and educational assistance to disabled students.

Instructs basic sign language.

Assists physically and visually handicapped students in activities of daily living.

Proctors examinations respecting disabled students.

Performs the role of teaching assistant as required.

### **QUALIFICATIONS**

1. Education equivalent to the level of program in which students are enrolled with a minimum of three years' experience in the field with a thorough knowledge of related equipment and procedures.
2. Holder of a certificate or diploma of qualification in the related field, with three years' of related experience or the acceptable equivalent. A thorough knowledge of related equipment.
3. Manitoba Grade XII or equivalent, completion of a recognized Interpreter Training Program, two years' directly related work experience as an interpreter/tutor in an educational setting and the ability to assess the functional linguistic level of hearing impaired students.

### **OR**

Equivalent competency in expressive and receptive sign language and oral systems of communication used by hearing impaired individuals, equivalent knowledge of ethics and theoretical considerations of the profession, two years' directly related work experience as an interpreter/tutor in an educational setting and the ability to assess the functional linguistic level of hearing impaired students.

# EDUCATIONAL ASSISTANT 3

## GENERAL

This level is assigned to positions which function as a Senior Instructional Assistant or Senior Technician or a Senior Interpreter/Tutor.

This level of Educational Assistant differs from the previous level in that incumbents are time-tabled to instruct specific subject matter in the labs. Incumbents at the 2 level have limited or no formal instructional responsibility and their primary responsibility is that of a resource person in the lab.

This level of Technician differs from the previous level in that incumbents are normally in a two-year technology program and are required to work independently with several programs. Incumbents at the 2 level are in a one-year technician course and are normally required to work with only one program; however, some incumbents, under the general direction of an Educational Assistant 3, may be assigned to work in a two-year course or with more than one program.

This level of interpreter/tutor differs from the previous level in that an incumbent functions as the co-ordinator and supervisor of interpreter/tutor services. The individual is required to assign classes and students to interpreters and interpreter/tutors, evaluate the performance of subordinate staff and co-ordinate and supervise a variety of activities associated with the program.

### 1) Instructional Assistant

Employees in this class are time-tabled into training labs to provide specific instructional assistance to students under the general direction of the instructor(s).

Prepares for labs by setting up and ensuring equipment is in good repair and that adequate supplies and materials are available.

May supervise and/or mark tests, exams, workbooks.

May allocate and control inventory of equipment and requisition supplies.

Maintains lab in proper order.

Performs other related duties as assigned.

## 2) Technicians

Employees in this class are primarily responsible for the repair and general maintenance of equipment for several technology programs which are normally two-year programs.

May develop, construct or modify equipment and/or parts and operate complex equipment for several technology programs.

Runs check-out tests on existing equipment.

Maintains an inventory of parts, equipment and shop supplies and will recommend on replacement of existing equipment or acceptance or rejection of new equipment.

May present or assist in specific demonstrations to students either on a resource or time-tabled basis.

May supervise other technicians.

Performs other related duties as assigned.

## 3) Senior Interpreter/Tutor

An incumbent in this class is responsible for the co-ordination and supervision of interpreter/tutor services.

Assigns classes and students to interpreters and interpreter/tutors for day and evening programs and evaluates performance of subordinate staff.

Co-ordinates and may instruct in special sign language training classes and in-service training of interpreters and interpreter/tutors.

Co-ordinates all special requests for services and may perform interpreter/tutor duties as assigned.

Performs other related duties as assigned.

## QUALIFICATIONS

1. Education equivalent to one level above that in which the students are enrolled with a minimum of three years' related experience, preferably with some instructional experience or training. Thorough knowledge of the equipment and technical procedures in the related field.
2. Holder of a certificate or diploma in the related fields, with five years' of related experience or the acceptable equivalent. A thorough knowledge of related equipment.
3. Must be proficient in interpreting languages which is normally obtained by formal training or a combination of training and practical experience. Minimum of three years' experience in working with the hearing impaired, preferably with some previous supervisory experience. Proficiency in the provision of tutorial assistance to students.