

Educational Assistant

Diploma

Program Objective

This diploma program is designed to prepare students for working in the education field. Its objective is to provide students with the skills and knowledge needed to pursue employment as an Educational Assistant. During the duration of the program, participants will be acquainted with the various disciplines theories and best practices related to child development, children learning processes and teaching techniques, classroom management and student supervision. The program also covers the different roles the Educational Assistant plays in both the special education and early childhood.

Program Notes

Tuition fees include student manuals and all other course materials. Financial assistance may be available for those who qualify.

Graduation requirements:

To obtain a diploma, student must achieve a minimum of 75% in each course as well as successful completion of the work site placement. Students must also achieve a 75% program average to earn an Educational Assistant Diploma.

Method of Delivery

Combination of:

- Integrated Learning™ System training facilitated by Academy of Learning College facilitators.
- Instructor-led

Career Opportunities

This program provides the student with a range of skills and knowledge required to assist elementary and secondary school teachers and counsellors. Employment opportunities for Educational Assistant program graduates reside in public and private elementary and secondary schools, special schools and treatment centres.

Admission Requirements

Grade 12 or equivalent or Mature Student Status.

Courses are open to any applicant who possesses a good command of the English language and is able to follow instructions.

An admissions interview will be administered to determine if the applicant has the required interest, motivation, and entry-level skills to take this program.

Full-time students must attend the required hours per week as per the course schedule and may do so at times convenient to them.

Duties and Responsibilities

- Assist students with assignments under direct supervision of classroom teacher
- Monitor and report to classroom teacher on student progress
- Assist in preparation learning materials, tests and worksheets
- Accompany and supervise students during activities in school gymnasiums, laboratories, libraries, resource centres and on field trips
- Assist special needs students
- Prepare classroom displays and bulletin boards
- Operate or assist teacher in operation audio-visual and office equipment
- Carry out behaviour modification, personal development and other therapeutic programs under supervision of professionals such as special education instructors, psychologists or speech-language pathologists
- Work with special needs students using various techniques such as sign language, Bliss symbols or Braille
- Monitor students during recess
- Assist in school library or office and perform other duties assigned by school principal.

Personal Attributes Required

- To be successful as an Educational Assistant, individuals must possess the ability to:
- Learn new skills and knowledge
- Be patient, resourceful and creative
- Demonstrate enthusiasm and high level of energy
- Take direction and follow instructions
- Work collaboratively and effectively as part of a team
- Communicate effectively across age groups
- Provide direction and be supportive
- Use good listening skills and be tactful

Competencies upon Completion

CORE COURSES

- **Keyboarding**
Minimum 25 words per minute (WPM)
- **Office Skills**
Internet Fundamentals, basic level of proficiency in Microsoft Outlook, and Punctuation and Writing Skills
- **Operating Systems**
Basic level of proficiency in a Windows operating system
- **Word Processing**
Intermediate level of proficiency in Microsoft Word
- **Spreadsheets**
Intermediate level of proficiency in Microsoft Excel
- **Database Management**
Basic level of proficiency in Microsoft Access
- **Graphics/Presentation**
Basic level of proficiency in Microsoft PowerPoint
- **Educational Assistant**
Child Development and Human Behavior, Skill for the Effective Teacher Aide, Enhancing Children's Self-Esteem, How Children Learn, Classroom Management techniques, Overview of teaching Techniques, Student Supervision, Early Childhood Education & After-school Day Care Program, Language and Other Barriers, Teacher Aide in the Special Education Setting, Children, Families, and Society, Helping Abused Children, Non-Violent Crisis Intervention, Educational Assistant Practicum
- **Healthcare**
First Aid, CPR Certificate – Level C