

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. Students explore theories and best practices in child development, learning processes, teaching techniques, classroom management, and student supervision. The program also covers the roles of Educational Assistants in special education and early childhood settings.

Method of Delivery

Combination of:

- Integrated Learning™ System training facilitated by Academy of Learning College facilitators.
- Instructor-led training.
- Practicum placement in school settings

Career Opportunities

- Classroom Assistant
- Educational Assistant
- Educational Resources Assistant
- Special Education Assistant

Duties and Responsibilities

- Comprehend key stages of child development, recognizing age-appropriate behaviors and milestones, and apply this knowledge in interactions with students to facilitate effective learning.
- Promote inclusionary practices and foster an inclusive classroom environment.
- Employ classroom techniques and management skills for classroom organization, behaviour management, and creating a conducive learning environment, collaborating with lead teachers to ensure smooth classroom operations.
- Offer emotional, social, and academic support to students, helping them build resilience, self-esteem, and social skills, and navigate challenges. · Provide personal care support to students with diverse physical, medical, and developmental needs, including assisting with mobility, feeding, toileting, hygiene, and the safe use of adaptive equipment.
- Observing student behaviours, recognizing areas of need or concern, and effectively communicating these observations to the classroom teacher for action or intervention.

- Execute supervisory duties on field trips, in libraries, gyms, or other school facilities ensuring safety, promoting constructive behaviours, and managing student groups effectively.
- Understand the roles and boundaries of an Education Assistant including collaborating with teachers, parents, and other professionals and fostering a team approach to education.
- Use current educational technology tools and platforms to facilitate and enhance student learning, particularly for those with diverse abilities. · Interpret and implement Individual Education Plans (IEP), crafting activities that align with a student's unique needs and learning goal.

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 meets the ministry guidelines.

Full-time students must attend the required hours per week as per the course.

Competencies upon Completion

Core Business and Office Courses

- Word Processing
Intermediate level of proficiency Microsoft Word
- Spreadsheets
Intermediate level of proficiency Microsoft Excel
- Presentation Skills
Basic level of proficiency Microsoft PowerPoint
- Job Readiness/Employability Skills
Thought Patterns, Job Search and Resume Writing
- Educational Assistant
Introduction, Foundations of Educational Support and Child Behaviour, Classroom Techniques, Materials and Assessments, Special Considerations, Compassionate Care, Child Psychology, Essentials of Psychology, Child Growth and Development, Diverse Child Development, Health, Safety and Nutrition for the Young Child, Business Communications and Report Writing, Placement I and II.


Academy of Learning

C A R E E R C O L L E G E