

Tutor Escort

Reports To

Tutor Escorts reports to the Principal/V. Principal and are under the supervision and direction of the classroom teacher and school administration.

Job Overview

The Kitchenuhmaykoosib Education Authority employs Tutor Escorts to work with students with special needs or who have disruptive behaviour disorder that needs remedial work in the classroom, requiring, at times, one-to-one support for the student.

Responsibilities and Duties

1. Works in collaboration with the classroom teacher and the guidelines and direction of the School Principal or Vice Principal.
2. Assist the classroom teacher in preparing lesson material and resources.
3. Be assigned to a particular student (or students) who need one-to-one assistance and supervision.
4. Become familiar with and use the strategies and recommendations in the IEP document.
5. Implement an individualized educational plan according to the specific guidelines provided by the classroom teacher and Special Education Resource Teacher.
6. Actively involved in the instruction of a particular student (or students), whether in the classroom during the lesson delivery or in another assigned setting. Constantly oversee students' work completion, look forward to help, and promote learning using different teaching strategies.
7. Accompany a student being tutored in other extra-curricular activities and events.
8. Assist the teacher in the evaluation of this student through observation, recording, and/or data collection.
9. Ensure ongoing professional growth through participation on in-service training sessions, procure general knowledge of students needs and participate in Professional Development activities.
10. Carry out school supervision duties as scheduled and assist teacher escorting and supervising the students during dismissal times.
11. Unless otherwise assigned by the Principal, education assistants must be on time in their classroom as set out in Section 2.5.1 of the KEA Human Resources Policy.
12. Maintain the KEA Code of Ethics with all staff and students and keep privacy of confidential information.

Qualifications

- Ability to speak the KI language is an asset
- Grade 12 or equivalent, or a submit plan to obtain
- Course work or program applicable to the position, or submit plan to obtain
- Relevant experience working with children or young adults
- Ability to work independently and under supervision, as a key member of a team
- Understand and demonstrate confidentiality requirements
- An appreciation and understanding of the support required of students with special education needs
- A Criminal Records Check/Vulnerable Sector Screening Check acceptable to the KI Board