



Section: **Roles and Responsibility**  
Policy #: **1890**  
Policy: **Role of Educational Assistant**

Date Approved: November 20 2004  
Revision Dates:

The following is the typical job description for this position in Nelson Diocese schools, however it may vary from school to school.

**RESPONSIBLE TO:** School Principal

### **GENERAL DESCRIPTION**

A variety of educational assistant work situations are evident in the schools of our diocese.

Some assistants have completed the formal training in an approved college, receiving an appropriate certification. Others may have taken one or two courses in a specific area eg. library. Again, others may have no formal training or experience but are sincerely interested in helping out as parent volunteers. On-the-job training is provided at the school.

Because of the diversity in training and experience with people within this category it is very difficult to develop an accurate job description. Accordingly, the Principal will be responsible for developing job responsibilities for educational assistants in his/her school.