



# URBAN CIRCLE TRAINING CENTRE INC. RED RIVER COLLEGE POLYTECH EDUCATIONAL ASSISTANT PROGRAM

Updated: March 14, 2025

## PROGRAM DESCRIPTION

The Educational Assistant Program (EA) is a 39-week program certified by Red River College Polytech and in partnership with local school divisions who are committed to provide practicum placements and learning support for potential educational assistants. The curriculum will include training in all educational assistant job classifications. Graduates of this program will receive training designed to assist students with learning disabilities, as well as those who display behaviors difficulties.

### **NOTE: Due to the uncertainty surrounding the Covid-19 Pandemic situation:**

- This program could be offered through blended learning, a combination of in-class, on-line, and off-site learning opportunities and
- All students enrolled in the program must have access to desktop computer with a camera/microphone, laptop, cell phone and Wi-Fi
- This program is offered one time this academic year at the following time September 2025 to June 2026 (39-weeks)

## PROGRAM INTAKE PROCEDURE

- **Orientation & Information Sessions:** EA applicants will be invited to attend an Information Meeting and an Orientation Meeting, conducted by the UCTC Intake Coordinator and the EA Life Skills Coach/Program Support.
- **Assessment & Evaluation:** Following the orientation session, EA applicants will write the following assessments:
  - Degree of Reading Power Assessment (DRP)These assessments are scored by UCTC staff; after scores are tabulated, the EA team (Life Skills Coach/Program Support, Teachers, Intake Coordinator) meets and evaluates each applicant's scores, along with any supporting documents, as provided by the applicant.
- **Intake Interview:** Following the assessment and evaluation step, EA applicants will take part in an intake interview with staff team, who are usually program teachers and the Life Skills Coach/Program Support. During the interview, each applicant answers a series of questions designed to provide interviewers with a detailed picture of their readiness for success in the EA program.
- **Deliberations:** With each applicant file (interview notes, assessment scores, character references, grade transcripts, funding approvals, and autobiographies) in hand, the program team meets, discusses each file, and identifies those applicants who will be offered acceptance into the program.

## **ENTRANCE REQUIREMENTS**

- Grade 12 with English 40S; or Mature Grade 12 Diploma; or GED equivalent
- Demonstrate fluency in written and spoken English
- Successful completion of the prescribed reading skills test at the required competency level
- Good physical and mental health
- Immunizations are highly recommended
- Submit current and acceptable criminal record check and child and adult abuse check

## **LIFE SKILLS/CULTURAL COMPONENT**

This course is offered by Urban Circle Training Centre Inc. (UCTC) which utilizes the philosophy of the Medicine Wheel in all aspects of training delivery. This is a holistic approach that encompasses the mental, physical, emotional and spiritual aspects of human experience. The Medicine Wheel teaches us the interconnectedness of these four aspects and the ways in which they can bring about balance and wellness Sharing and Healing Circles are central to program delivery.

We follow a holistic model of adult learning. This is based on many cultural components and the Life Skills components. Learners will have the opportunity to participate and build our learning community through:

- Sharing Circles
- Elder traditional teachings and support
- Naming ceremony
- Medicine picking
- Feast
- Other teachings

The Life Skills Curriculum enhances students' personal and professional goals, assists them to become effective problem solvers, empowers them to set realistic obtainable goals and to gain the confidence required to become effective members of their family, workplace and community. Through lessons and exercises students learn effective communication skills, conflict resolution, anger management, stress, time management and the importance of teamwork. Taking responsibility and being accountable for the self is the basic goal of the life skills curriculum.

## **REQUIRED COURSES**

*Students participate in a full course load, and are required to attend in-person Monday through Friday, 8:30 a.m. to 4:30 p.m.*

**\*\*Note:** A final grade of C+ (65%) is required in each course to successfully complete the program\*\*

<b>COURSE #</b>	<b>NAME OF COURSE</b>	<b>COURSE HOURS</b>
EDUA-1001	BASIC COMPUTER APPLICATIONS	15
EDUA-1002	ACADEMIC WRITING	30
EDUA-1003	INCLUSIVE EDUCATION	30
EDUA-1004	EA ROLES & RESPONSIBILITIES	30
EDUA-1005	PORTFOLIO DEVELOPMENT	20
EDUA-1006	COMMUNICATION & PARTNERSHIPS	30
EDUA-1007	CHARACTERISTICS OF LEARNERS	30
EDUA-1008	MANAGING BEHAVIOR	30
EDUA-1009	SUPPORTING LEARNING ENVIRONMENT	30

EDUA-1010	OBSERVATION & DOCUMENTATION	30
EDUA-1011	PROFESSIONALISM	30
EDUA-1012	INSTRUCTIONAL TECHNOLOGY	15
EDUA-1013	EXCEPTIONAL STUDENTS	30
EDUA-1014	ELA CONTENT & PRACTICE	30
EDUA-1015	MATH CONTENT & PRACTICE	30
HEAL-1047	MENTAL HEALTH FIRST AID: ADULTS WHO INTERACT WITH YOUTH	14
WRKS-1035	ACTIVITIES OF DAILY LIVING WORKSHOP FOR EDUCATIONAL ASSISTANTS	24
HEAL-1846	EMERGENCY FIRST AID WITH CPR C	8
<b>SEMR-9078</b>	<b>NONVIOLENT CRISIS INTERVENTION<sup>(R)</sup> TRAINING PROGRAM (NVC)</b>	8
PRAC-1035	PRACTICUM – E.A.	120

### **ADDITIONAL WORKSHOPS MAY INCLUDE**

Introduction to American Sign Language	8
FASD Workshop	16
Working Effectively with Violent and Aggressive Students (WEVAS)	18

## **COURSE DESCRIPTION**

### **ACADEMIC WRITING SKILLS (30 HOURS)**

This course instructs the techniques and processes for educational assistants to produce accurate documentation in written communication skills using a variety of genre. The intent of this course is to provide educational assistants with the skills to support students in the writing process. The course should improve the educational assistant's written communication with teachers.

### **BASIC COMPUTER APPLICATIONS (15 HOURS)**

The purpose of this course is to increase fundamental knowledge and skills using a current Windows operating system. Being able to competently use technology should enable educational assistants to assist teachers and support students more effectively.

### **INCLUSIVE EDUCATION (30 HOURS)**

This course examines the evolution of inclusive education in the public school system with an emphasis on the supportive services available to students in an inclusive classroom setting. The majority of educational assistants working in Manitoba schools are employed to support students receiving inclusive education services, and this course supplies background information that assists them to contribute to meaningful discussions about students who have exceptionalities.

### **EDUCATIONAL ASSISTANT ROLES & RESPONSIBILITIES (30 HOURS)**

This course familiarizes students with the school system and how to most effectively operate within the system. Emphasis is placed on the educational assistant roles and responsibilities in the classroom and within the educational support system.

### **MANAGING STUDENT BEHAVIOUR (30 HOURS)**

Management of student behaviour is a major concern for teachers and educational assistants because of its importance in establishing a positive learning environment. This course provides information and strategies on how educational assistants can contribute to an effective behaviour management approach.

### **PORTFOLIO DEVELOPMENT (20 HOURS)**

This course will provide students an opportunity to complete a self-assessment of their knowledge, skills and competencies in the Educational Assistant field. The objective of this course is to equip students to realize their full potential and maximize their learning in the certificate program, as well as prepare them for life-long learning.

### **COMMUNICATION & PARTNERSHIPS (30 HOURS)**

This course provides an overview of communication skills and strategies that foster effective team functioning as well as a rationale for effective communication and collaborative teamwork.

### **CHARACTERISTICS OF LEARNERS (30 HOURS)**

This course examines the process of learning for all children. Topics include theories of learning, influences on learning, theories of intelligence, and stages of development.

### **SUPPORTING THE LEARNING ENVIRONMENT (30 HOURS)**

This course provides an overview of how the learning environment influences learning outcomes and the ways that Educational Assistants support students. The main function of an Educational Assistant in a classroom is to provide support for students and teachers so that students can achieve the outcomes that have been identified for them in their program.

### **OBSERVATION & DOCUMENTATION (30 HOURS)**

This course provides an overview of the reasons for student assessment and evaluation with a focus on how the educational assistant can assist in student observation, record keeping and reporting to the teacher.

### **PROFESSIONALISM (30 HOURS)**

This course explores aspects of professional conduct and ethical practices as they relate to working with students, teachers, the school, and the community.

### **INSTRUCTIONAL TECHNOLOGY (15 HOURS)**

This course utilizes a hands-on approach to familiarizing students with the varied ways in which technology can be utilized as an instructional tool. This course will focus on curriculum support and assistive/augmentative technology.

### **EXCEPTIONAL STUDENTS (30 HOURS)**

This course provides information about specific student exceptionalities, how certain characteristics may affect the learning process of students and strategies that can be utilized by educational assistants working with students who experience these challenges. It provides an emphasis on making the educational assistant's work more effective in the supporting role with teachers in assisting students to work toward achieving the outcomes that have been identified in their program.

### **ELA CONTENT & PRACTICE (30 HOURS)**

This course focuses on academic content and practical strategies that can be utilized by Educational Assistants when supporting student learning in the content area of English Language Arts.

### **MATH CONTENT & PRACTICE (30 HOURS)**

This course focuses on building encouragement, positive attitudes, confidence and academic content, practice and strategy application that can be utilized by educational assistants when supporting student learning in Mathematics.

### **ACTIVITIES FOR DAILY LIVING WORKSHOP FOR EDUCATIONAL ASSISTANTS (24 HOURS)**

This course provides the educational assistant student with the knowledge and skills to assist students with physical limitations and /or disabilities perform activities of daily living in an educational setting. Topics include: body mechanics, mobility, hygiene, grooming and transfers. This course includes both theory and hands on (lab) components.

### **PRACTICUM (120 HOURS)**

This course provides practical experience through interaction with students and staff in an approved educational setting. It provides the student with an opportunity to shadow and observe experienced educational assistants, to have student contact time and to participate in tutoring activities with students while supporting classroom teachers. At the practicum site, educational assistant candidates are expected to participate as fully as possible in the delivery of support services. This includes working cooperatively as an active team member, sharing responsibilities for carrying out prescribed duties, demonstrating self-initiative, attending required meetings and contributing new ideas and approaches appropriate to the placement. Educational assistants are under the supervision of the site supervisor or designate for the entire duration of the placement period.