



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #CL-03

SPECIAL EDUCATION TEACHING ASSISTANT I

Location: All

SUMMARY:

Under the direction and instructional supervision of the teacher and/or Special Education teacher and the supervision and evaluation of the Administrative Officer(s), provides assistance in the delivery of regular or alternate programs of study with a group or individual students, to assist teacher and other professionals to carry out their work with identified students.

DUTIES:

- Assists in the implementation of the instructional program for any special education student as designated according to categories specified in the Special Education Services Manual (ED00249) or other designated students in a class or classroom.
- Monitors, observes and reports to the classroom teacher on student progress and, when possible, participates in team meetings regarding student progress.
- Supervises students, at times in the temporary absence of professional staff.
- Modifies classroom and curriculum materials to meet student and/or group specific needs as directed.
- Provides medical care to designated student(s) as directed by health professionals (eg. administering medication, monitoring for seizure severity, record keeping, etc.) where the consequences for error are not life threatening.
- Assists student(s) in developing problem solving, socialization and peer interaction skills.
- Assists with the implementation of behaviour modification techniques/conflict resolution strategies, problem solving models and assists with general classroom management.
- Assists with assessment of student's progress by compiling information regarding behaviour and recording individual progress, e.g. journals, observation sheets, as required.
- Works with parents, health care professionals and district staff under the direction of the teacher.
- Prepares and gathers a variety of materials, equipment and supplies as directed by the classroom teacher, e.g. worksheets, handouts, flash cards, charts, etc.
- Assists the teacher in the preparation of Individual Educational Programs.
- Carries out any or all duties under the classification of Supervision Assistant, as required.
- Reads to students or listens to students read; encourages students with work tasks; reinforces overall teacher expectations of students.
- Prepares classroom displays, bulletin boards.

Duties Continued:

- Operates standard office and classroom equipment; e.g. photocopier, A.V. equipment, computer.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other related duties as assigned.

QUALIFICATIONS:

- Grade 12 education or the equivalent
- Certification as a Special Education Teaching Assistant through an approved educational program
- Conflict resolution training
- Basic first aid course
- Fundamental knowledge of computers

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

Tim Anderson
Secretary-Treasurer

February 16, 1996

Date

On behalf of:
C.U.P.E. Local 801

Bev Drombolis
President

February 28, 1996

Date