



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #CL-06

SPECIAL EDUCATION TEACHING ASSISTANT II

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:

- Gives close continuous supervision on an individual basis within the following categories:
 1. physically dependent with multiple needs (i.e. the student requires assistance at all times for feeding, dressing, toileting, mobility and personal hygiene)
 2. severe behaviour disorders (i.e. the student consistently/persistently demonstrates extremely disruptive, antisocial behaviour and/or demonstrates profound withdrawal or internalizing behaviours which may be of danger to self and/or others)
- Provides personal assistance to students with physical handicaps in mobility, toileting, feeding, grooming, dressing and assists with gross motor skills programs and activities.
- Attends to the physical safety of student(s) ensuring emergency equipment and procedures are present, current and functional.
- Operates, adjusts and assists with specialized equipment e.g.; speech computer programs, personal communicator, light pointer, Life Skills equipment, wheel chairs.
- 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 could be life threatening.
- Communicates with students using sign language, Braille or other specialized skills as required.
- Assists in the implementation of the instructional program for learning disabled, mentally challenged or behaviorally disordered students 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.
- Assists student(s) in developing problem solving, socialization and peer interaction skills.

Duties Continued:

- 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.
- 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
- Specialized training or experience specific to the needs of the identified students (e.g. Braille, Bliss symbols, etc.)
- Conflict resolution training
- Basic first aid course
- Fundamental knowledge of computers
- Physical capability to perform the job duties

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

March 1, 1996
Date

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

Bev Drombolis
President

February 15, 1996
Date