



School District #54 (Bulkley Valley)
JOB DESCRIPTION

STUDENT SERVICES – SPECIAL EDUCATION ASSISTANT

SUMMARY:

Works with a wide variety of students including those with autism, intellectual, physical and/or sensory disabilities and/or with students who sometimes exhibit dysregulated behavior. Assists teachers with the delivery of programs and services to support student learning and to ensure the safety and comfort of students with disabilities or diverse abilities through physical and personal care in and out of the classroom and in the community. Supports may include academic assistance, life and social skills development, personal care, physical assistance, communication modeling and positive behavior support.

Typical Duties and Responsibilities

- Assists teachers and students in the delivery of Individual Education Plans (IEPs), particularly those that include positive behaviour support plans.
- Reinforces the educational program by tutoring, adapting or modifying classroom materials to meet the needs of students.
- Assists in the planning and acquisition of life and social skills aimed at the reinforcement of positive behaviours, including through work and recreational experiences.
- Assists in planning and implementing behaviour supports.
- Monitors and reinforces behavior for students displaying moderate behavior issues.
- Prepares written reports such as daily or weekly journals.
- Provides input to the IEP and student progress reports and performs record keeping functions including student learning and behavior data collection.
- Assists with the supervision of the general student population. Supervises assigned students with disabilities or diverse abilities in and out of the classroom and in the community.
- Provides personal care assistance such as toileting, feeding, diapering and dressing; provides physical assistance such as wheelchair manoeuvring, positioning, lifting, transferring and motor skill development exercises.
- Implements the health care plan. Child-specific training will be provided as needed.
- Implements educational support programs such as speech therapy, physical therapy and/or occupational therapy and assists students using specialized equipment such as Augmentative and Alternative Communication systems, personal communicators and wheelchairs.

Typical Qualifications and Skills

- Grade 12.
- Education assistant certificate (equivalent to one post-secondary year).
- One-year experience working with children with special needs.
- Familiarity with supportive technology to accommodate and assist students with disabilities or diverse abilities would be an asset.
- Where additional student specific supports such as a health care plan, speech and language therapy and/or physical or occupational therapy are involved, training and direction will be provided by subject experts.
- B.C. Class 5 Driver's License.

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.

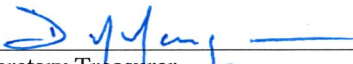
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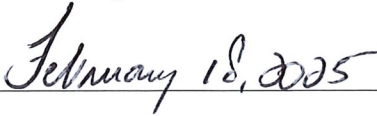
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