

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: EDUCATION ASSISTANT - BRAILLE

QUALIFICATIONS:

1. Completion of secondary school and specialized education at the college or university level including a minimum of a 240 hour practicum preferable in a school setting, in a certified diploma program in the field of special education and willingness to enroll and complete Braille Certification program within 18 months.
2. A minimum of six months and up to and including one year working with children with special needs or students who are blind.
3. A demonstrated aptitude for the work to be performed.
4. Knowledge and understanding of child development, behaviour disorders, learning and physical disabilities, syndromes and disorders that affect the learning of students.
5. Familiarity with Individual Educational and Individual Care Plans.
6. A knowledge of the development and ability to implement of modified and adapted curriculum.
7. Extensive knowledge of the use of computers in the school and or the specialized technology necessary for performance of duties (Duxbury, Jaws, Scientific Braille-note, Breeze) and willingness to be involved in continual upgrading of skills.
8. An understanding of the teaching assistant's roles and responsibilities as a team member in a collaborative model.
9. Effective communication skills.
10. Flexible and self-directed, capable of working with a variety of students with diverse learning needs and styles.
11. Knowledge of ethical behaviours when working with children, their families and school district personnel including an appreciation of the confidential nature of all information.

RESPONSIBLE TO: Administrative Officers

SUPERVISES: N/A

JOB GOAL: To promote a successful education experience for students with special needs and to assist in creating a safe, stimulating learning environment for all students, organizing, producing and transcribing specialized resource materials.

TITLE: EDUCATION ASSISTANT - BRAILLE

Page 2

PERFORMANCE RESPONSIBILITIES:

1. To support students in their school activities and to implement their Individual Educational Plans and/or Individual Care Plans.
2. To promote positive self esteem through supporting students in their academic, social, emotional and physical development.
3. To motivate students to participate in their school experience and to maximize learning opportunities.
4. To promote successful social experience through building language concepts, speech development, communication skills and social opportunities.
5. To assist with supervision of student behaviour and carry out behaviour management programs.
6. To provide personal care that may include some or all of the following: toileting, dressing, feeding, lifting/transferring and assisting in the delivery of OT/PT/Speech and Language Therapy programs.
7. To address auditory, perceptual, visual and memory disorders through augmentative communication.
8. To assist in the development and implementation of life skills programs.
9. To assist in the supervision of students in instructional and non-instructional activities.
10. To keep observational records of student behaviour and learning activities.
11. To act, as required, as liaison to School or District staff, parents, social workers, school nurses and other allied professionals providing and receiving relevant student information.
12. To attend, as practicable, consultation meeting with teachers, parents and therapists and to assist in preparing Individual Educational Plans.
13. After training and with supervision, to assist and/or perform certain medical procedures (e.g., catheterization, gastronomy and suctioning as described in Ministry of Education and School District Policy guidelines).
14. To perform other assigned comparable or transient duties that are within the area of knowledge and skills required by this job description.

TERMS OF EMPLOYMENT: Ten months.

TITLE: EDUCATION ASSISTANT - BRAILLE

Page 3

EVALUATION

DATE: May 19, 2017

JOB TITLE: Education Assistant - Braille

	Factor	Degree	Points	Substantiating Data
1.	Knowledge	5	75	High school Grade 12 graduation plus an additional program of over one and up to two years or equivalent.
2.	Experience	4	60	Over six months, up to and including one year
3.	Judgment	4	40	Job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation.
4.	Concentration	4	40	Frequent periods long duration.
5.	Physical Effort	3	18	Light activity of long duration; Medium activity of intermediate duration; OR Heavy activity of short duration.
6.	Dexterity	5	30	Accurate coordination of fine movements, where speed is a major consideration.
7.	Accountability	4	40	Cause significant embarrassment within the organization and have limited impact on its public image.
8.	Safety of Others	4	32	High degree of care required to prevent injury or harm to others.
9.	Interpersonal Skills	6	60	Contacts are a major element of the job requiring considerable communication and human relations skills for such purposes as influencing, persuading, motivating, or negotiating with others, and in dealing with highly sensitive issues.
10.	Disagreeable Conditions	4	40	Minor conditions of almost continuous exposure OR Major conditions of frequent exposure
.	TOTAL POINTS		435	

TITLE: EDUCATION ASSISTANT - BRAILLE

Page 3

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: _____

Date Signed: _____