



School District #54 (Bulkley Valley)
JOB DESCRIPTION
STUDENT SERVICES – SPECIAL EDUCATION ASSISTANT
Location: Schools

SUMMARY:

Reporting to the Principal/designate, the Special Education Assistant works with teachers and other professionals in the delivery of special educational programs in the classroom, with a small group of students, or with individual students as required.

DUTIES:

- Assists in the implementation of individualized and group instructional programs to accommodate children with mild to severe special needs
- Assists students in gaining independence in specific academic skills, social skills, and life skills
- Communicates with students using a variety of communication strategies as required such as picture symbols, etc.
- Assists with the implementation of behaviour modification techniques/conflict resolution strategies, problem solving models and general classroom management
- Monitors, observes and reports to the classroom teacher on student progress and participates in team meetings as required
- Assists with the modification and adaptations of materials to meet student and/or group specific needs as directed
- Assists student(s) in developing problem solving, socialization and peer interaction skills
- Provides personal assistance to students as defined in the student's IEP
- Assists in the supervision and physical safety of student(s) as required
- Works with District staff, other professionals/agencies and parents, under the direction of the teacher, to foster independence and develop student potential
- Assists students in the use of technology to work on computer programs relevant to their needs, such as Intellikeys, Kurzweil, Co-Writer, Success Maker, etc.
- Operates standard office and classroom equipment e.g. photocopier, audiovisual equipment, computers
- Transports students when required
- Administers medication to students as described in District policy
- Performs personal care duties such as toileting and non-medical procedures as required. Child-specific training will be provided as needed.
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

QUALIFICATIONS:

- Completion of Grade 12 (Dogwood Certificate)
- Minimum of one year post secondary training related to working with children with special needs; or
- Possession of a Visual Language Interpretation Diploma, or Certificate, or an equivalent combination of training and experience; or
- Possession of a Braille Certificate, or equivalent, appropriate to student's needs
- Training in Non-Violent Crisis Management Techniques (e.g. CPI training) and POPARD (Provincial Outreach Program for Autism and Related Behaviour Disorders) would be an asset
- One (1) year experience working with special needs students in a K-12 educational environment
- Familiarity with computer software for special needs students would be an asset
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5 – BC Driver's Licence and an exemplary driving record as demonstrated by a current drivers' abstract
- Physical ability to perform the required 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.

Agreed to:

CUPE Job Description Committee

CUPE Job Description Committee

Secretary Treasurer