

Vancouver Island West School District 84

Job Description

Special Needs Teacher Assistant I

Summary

Under the instructional direction of the teacher and/or Special Education teacher, and the supervision and evaluation of the Principal, provides assistance to teachers and other professionals in the delivery of regular or alternate programs of study with a group or individual students.

Duties

- Gives close continuous supervision on an individual basis within the following categories:
 1. physically dependant with multiple needs (i.e. the student requires assistance at all times for feeding, dressing, toileting, mobility and personal hygiene);
 2. severe behavior disorders (i.e. the student consistently/persistently demonstrates extremely disruptive, antisocial behavior and/or demonstrates profound withdrawal or internalizing behaviors which may be of danger to self and/or others);
 3. severe handicapped (i.e. students that have a moderate to severe/profound intellectual disability, physical disabilities of chronic health impairment, visual impairment, deaf, hard of hearing or autistic).
- Provides personal assistance to students with physical handicaps in mobility, toileting, feeding, grooming, dressing, and assists with gross motor skill 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 (i.e. speech computer programs, personal communicator, light pointer, Life Skills equipment, wheel chairs).
- Provides medical care to designated students as directed by health professionals (i.e. administering medication, monitoring for seizure severity, record keeping) 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's progress.
- Supervises students during brief absences of teaching staff but does not assume whole class instructional responsibilities.
- Modifies classroom and curriculum materials to meet student's and/or group's specific needs as directed.
- Assists student(s) in developing problem solving, socializing and peer interaction skills.
- Assists with the implementation of behavior modification techniques/conflict resolution strategies, problem solving models and assists with general classroom management.
- Assists in the implementation of particular speech and language activities and lessons.
- Assists with assessment of student's progress by compiling information regarding behavior and recording individual progress (i.e. journals, observation sheets).
- Works in collaboration with parents, health care professionals and school and district staff and other agencies under the direction of the teacher and other related professionals to foster and develop the individual student's potential.
- Prepares and gathers a variety of materials, equipment and supplies as directed by the classroom teacher (i.e. worksheets handouts, flash cards, charts).
- Assists teacher in the preparation of Individual Educational Programs and report cards as required.
- Reads to students or listens to students read, encourages students with work tasks, reinforces overall teacher expectations of students.
- Prepares classroom displays and bulletin boards.
- Operates standard office and classroom equipment.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- May be required to perform other job-related duties as assigned.

Essential Qualifications

- Grade 12 education or the equivalent.
- Post-secondary training in education, special education, or in a related, helping profession field equal or equivalent to a one-year certificate; AND,
- Two years recent related work experience.
- Ability to adapt classroom learning tasks to the ability level of handicapped learner.
- St. John's Ambulance First Aid, Occupational First Aid Level 1 or equivalent certificate.
- Physical capability to perform the job duties.

Preferred Qualifications

- Working knowledge of computers.
- Knowledge of basic principles of child and/or adolescent psychology, and of learning theory.
- Conflict resolution training.
- Specialized training of experience specific to the needs of the identified student(s); i.e. sign language, augmentative communication systems, Aboriginal Education, working with adolescents.
- Training and/or experience in one of the following:
 - 1) With behaviorally disordered children.
 - 2) Implementing a behavior management program.
 - 3) Assisting handicapped persons with mobility, dressing, eating, taking medication, caring for personal hygiene and safety needs.