



## External Support Staff Vacancy

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### Specialized Education Assistant – On-Call

<b>Posting #:</b>	C1920/075	<b>Location:</b>	Various
<b>Hours per week:</b>	Up to 27.5 hours	<b>Status:</b>	Temporary
<b>Pay Rate:</b>	\$22.04		

### District Overview

Driven by our desire to help students thrive in their academic and personal lives, the Saanich School District provides quality educational programs and a safe and nurturing learning environment for the over 7,000 culturally diverse students within its 18 schools. Serving the Saanich Peninsula located just north of Victoria, BC, the district has one of the highest graduation rates in the province and a student body that consistently scores well on annual assessment tests, thanks in large part to the dedication and efforts of our 900 teaching and support staff.

### Job Description

Under direction of a teacher or Administrator, provides assistance to students on Individual Educational Plans in alternative educational settings.

The position supports vulnerable elementary and middle school students as part of the CDC/ALP team.

The location may be at CDC/ALP, in the community, or at a neighbourhood school.

The successful applicant must have experience working with students in the community and with students presenting extremely challenging, violent and at-risk behaviours.

Successful applicant must have a valid BC Driver's Licence and access to a vehicle (SD63 mileage rates apply)

### Duties

- Assists with the development, implementation and monitoring of Individual Learning Plans (IEPs) for students with moderate and severe behaviour designations as identified by the District Screening Committee
- Facilitates student social, emotional and academic development
- Assists students in carrying out programs as set out by consultants (e.g. Occupational Therapist, Physiotherapist, Speech and Language Pathologist and Psychologist)
- Coaches and reinforces students in prepared exercises in academic and non-academic program components
- Provides liaison between members of students' own support team (home, school and community)

resources)

- Facilitates the integration of a student in home school classroom environment
- Assists generally in the development and delivery of recreational and community events
- Provides transportation for student(s) to and from community based activities and home schools
- Co-leads student support groups (e.g. Care Kit, Family Group Counselling)
- Develops therapeutic relationships with students, parents and staff
- Models commitment to open, responsible action
- Guides students in life skills training (e.g. communication, social skills, problem solving and conflict resolution, assertiveness training, self-management skills)
- Marks student work and assists students with corrections
- Organizes, prepares and duplicates a variety of classroom aids and materials
- Uses computers and specialized equipment to provide support and instruction
- Dispenses medication as prescribed by physician and maintains drug administration records
- Provides preventative and emergency response care for students (e.g. seizures, choking, other health problems)
- Remains current with mental health and behaviour issues and relevant medications and their effects
- Supervises students and maintains order and safety on school grounds, in classrooms, on fieldtrips and a variety of settings in the community
- Exercises sound judgment in dealing with a variety of situations and considerable initiative, empathy and understanding of the many and varied conditions/issues faced by behaviorally challenging students
- Models and demonstrates restitution skills and methods for restorative practices
- Assists students in making restitutions and learning anger management skills
- Compiles information and materials for meetings with parents and relevant personnel and participates in same
- Collects student learning and behaviour data (records, reports, plans, including functional assessment data)
- Constantly identifies and is vigilant in observing student behaviour levels (verbal, non-verbal and par verbal) that contribute to escalated emotional outbursts and adjusts plans on a continual basis
- Assists students during emotional outbursts using non-physical crisis intervention strategies
- Provides intervention and safe support for students during and after emotional outbursts

*\* Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

## **QUALIFICATIONS**

- Grade 12
- Two years' related experience
- Equivalent of a two year level of post-secondary education in a related field (e.g. Child Care, Counseling, Psychology, Behavior Management)
- Specialized skills to assist students with anxiety disorders, self-esteem issues, sensory needs, depression, drug and alcohol effects, anger management and reactive attachment disorders
- Level 1 First Aid and CPR Certificate
- Valid B.C. Class 5 Driver's License
- Working knowledge of computer hardware and software
- Ability to work independently
- Demonstrated ability to be quick thinking and extremely flexible when dealing with aggression and conflict

*\* Or equivalent combination of training and experience.*

## **DESIRABLE QUALIFICATIONS**

- Restitution levels 1, 2, and 3, and
- Non-Physical Crisis Intervention Training

## **To Apply**

To apply please send your application to [hr\\_cupe@saanichschools.ca](mailto:hr_cupe@saanichschools.ca). We thank all applicants for their interest, however, only shortlisted applicants will be contacted.