



## External Support Staff Vacancy

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### Education Assistant

<b>Posting #:</b>	C1920/124	<b>Location:</b>	South Island Distance Education
<b>Hours per week:</b>	27.5 hours	<b>Status:</b>	Temporary
<b>Start Date:</b>	September 17, 2019	<b>End Date:</b>	June 25, 2020
<b>Pay Rate:</b>	\$21.69	<b>Deadline for applications:</b>	September 16, 2019 4:00 pm
<b>Schedule:</b>	8:30 - 2:30 pm Monday-Friday. Schedule may adjust slightly to accommodate school timetable (includes 1/2 hour unpaid lunch). 10 months per year while regular classes are in session.		

### 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

Position is in support of SIDES Satellite Program at Stelly's Secondary School. Successful candidate will have demonstrated experience supporting online courses; computer skills are required. Must be able to support students taking senior academic courses, including Math and Science up to Grade 12. Must attend SIDES staff meeting - first Wednesday of each month, 9:00 - 10:30 am

Under direction of a teacher or School Administrator, provides support to students with special needs.

### Duties

- Implements Individual Education Plans (IEPs) by assisting the team with planning, researching, modifying and collecting materials
- Provides direct educational classroom support to students in various classrooms
- Participates as a member of the School Based Team to plan for, implement and evaluate the social, emotional, physical and academic needs of students
- Collects student learning and behavioural data (records, reports, plans)
- Assists students during emotional outbursts using non-violent crisis intervention strategies
- Monitors students' behaviour during daily arrival, class changes, dismissal and in lunchroom and playground

- Assists professional staff in evaluating students for social, emotional, physical and academic progress
- Observes, monitors and documents health, behavioural and academic changes/progress of student(s) as directed by professional staff
- Assists students in carrying out programs as set out by consultants (e.g. Occupational Therapist, Physiotherapist, Speech and Language Pathologist and Psychologist)
- Uses computers and specialized equipment to provide support and instruction
- Provides augmentative and alternative communication (AAC) to students using specialized equipment and resources (e.g. computers, F.M., switches, communication boards, sign language, braille, oral interpretive skills); troubleshoots and programs such equipment
- Provides information to relevant staff regarding student specific program needs (e.g. safety, health, academic, emotional and social needs)
- Dispenses medications and carries out procedures in health care plan as set out in health care plan
- Acts as an advocate for student(s) and assists with communication, advises supervisor of any unusual comments or behaviour patterns
- Supports students in the development of self-esteem, personal skills, hobbies and interests
- Provides life skills training (e.g. hygiene, cooking, shopping, banking, working)
- Provides personal care (e.g. toileting, menses, clothing, catheterizes, oral and tube feeds, diapers, mobility, lifts and transfers)
- Assists with the behaviour management of students (e.g. clarify appropriate behaviour, develop social skills)
- Marks student work and assists students with corrections
- Monitors class/students when teacher is out of the room; monitors student peer helpers
- Transports and monitors student(s) at community-based activities
- Organizes and monitors the safe arrival, departure and emergency evacuation and care of students by maintaining site, road and traffic safety procedures
- Provides preventative and emergency response care for students (e.g. seizures, choking, other health problems)
- Compiles information and materials for meetings with parents and relevant personnel and participates in same

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

## **Qualifications**

- Grade 12
- Community Support Worker Certificate, or equivalent
- One year related experience
- Specialized relevant skills (e.g. Behaviour Management, Non-Violent Intervention, Basic Sign Language or Braille)
- Level One First Aid and CPR Certificate
- Valid B.C. Class 5 Driver's License (where transportation of students is required)
- Working knowledge of computer software and hardware
- Demonstrated use of alternative communication strategies and effective behaviour intervention

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

## **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.