



Job Title	<b>Braille Transcriber / Special Services Assistant</b>
Department	Learner Support
Location	Assigned School
Reports to	Administrative Officer(s)

Type of position:	Maximum Hours: 26 / week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input checked="" type="checkbox"/> Temporary or Casual	

## GENERAL DESCRIPTION

Under the direction and instructional supervision of the teacher and/or Special Education teacher and the supervision and evaluation of the Administration Officer(s), provides assistance in the delivery of regular and adjusted or modified programs of study with a group or individual student, to assist teacher and other professionals to carry out their work in delivering special education services to students; works as a member of a team to ensure the timely resolution of general district requirements, in accordance with applicable acts, regulations, policies and procedures

## TYPICAL DUTIES

- In conjunction with teacher(s), assists behaviour management
- In consultation with the teacher(s), makes adjustments to or modifies instructional material/ program delivery
- Assists students with educational and personal tasks
- Attends school based and other student related meetings as requested
- Assists in tracking student progress
- Assists in the development of individual educational program(s)
- Assists in recreational activities and student safety as required
- Assists in administering diagnostic tools
- Maintains the confidentiality of sensitive information
- Will be flexible in carrying out assigned duties
- Transcribes curriculum materials into a variety of formats
- Assists students with braille character recognition

- Translates student's braille for submission to teacher
- Performs other related duties as required

### **ACADEMIC/WORK EXPERIENCE QUALIFICATIONS**

- Grade 12 or equivalent
- Acceptable 10 month program (e.g.: Social Service Worker, Special Education Assistant)
- Computer literate
- Knowledge of equipment specific to visual impaired student
- Completion of training in Braille Transcribing specific to the needs of identified students
- Valid Level 1 WCB First Aid Certificate
- Conflict resolution training
- Physical capability to perform work duties

REVIEWED BY

*Title*

APPROVED BY

*Title*