



Job Title	Special Services Assistant (Low Incidence)
Department	Learner Support
Location	Assigned School
Reports to	Administrative Officer(s) or Designate

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

Reporting to the Principal/Designate, the Special Services Assistant (Low Incidence) participates as a member of a team and assists in the ongoing design, development, significant modification and implementation of special services programs (life skills emphasis), for a small number of students (e.g. 1-2), under the direction of the classroom teacher; and 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. These positions require the maintenance of a constant state of vigilance in order to ensure the personal safety and well-being of student(s) and/or staff. Certain positions may also be required to provide medical assistant/care. The requirements will vary depending on the individual student(s) assigned.

TYPICAL DUTIES

- Participates in the planning, development, creation and significant modification of curriculum and classroom materials to suit the special needs of the student(s)
- Participates in the design and implementation of appropriate behaviour management strategies
- Works from Individualized Education Plan (IEP) and modifies or prepares schedules/materials as needed, after consultation with staff.
- Maintains regular communications with team
- Monitors child's learning and behaviour constantly in order to identify required program adjustments

- Assists the teacher in the preparation of lesson materials, classroom and field trip supervision, marking, communications and daily record keeping
- May be required to independently supervise students with life skills activities in the school or community (e.g. cooking, industrial arts, sports activities)
- Facilitates and encourages positive interactions between special services students and others in the school and community
- Assists the team in liaison with parents and community agencies
- Assists students with activities of daily living (e.g. toileting, transfers such as floor to chair); if trained and designated, provides Level II medical care (e.g. catheterization, nasogastric tube care and feeding) per Individual Care Plan
- Transports student(s) for life skills and recreational outings (e.g. grocery shopping, work experience)
- Demonstrates and reports on students in work experience programs as assigned
- Operates standard office equipment including computer (word processing, educational software), photocopier, laminator, telephone, printers, audio visual equipment; in addition to special individualized equipment (e.g. standing frames, touch windows, adapted equipment)
- Performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Completion of grade 12 or equivalent including English 12 and an additional 10-month program
- Over 6 months up to 1 year school practicum and on-the-job training

REVIEWED BY

Title

APPROVED BY

Title