



Job Title	<b>Youth Support Worker</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

Reporting to the Principal/ Designate, the Youth Support Worker participates as a member of a team and assists in the ongoing planning, development, adaptation and implementation of academic and behavioural programs for at-risk students within the classroom, 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. The duties performed will vary from position to position based on student requirements.

## TYPICAL DUTIES

- participates in the planning, development, creation and adaptation of behavioural and curricular programs to suit the needs of student(s)
- works from Individualized Education Plans (IEP)/ Behavioural Plan to support students and adapts schedules/ materials as needed, after consultation with staff
- maintains regular communications with team
- interviews and collects student information from program applicants; participates in screening committee process
- assists the teacher in the preparation of lesson and assessment materials, classroom and field trip supervision, marking, communications and daily record keeping
- assists with the full range of classroom support duties as required
- facilitates and encourages positive interactions between special services students and others in the school and community

- identifies the need for additional support from community resources/ agencies and assists in their access (e.g. financial, safe/ proper housing)
- assists students with activities of daily living and other health related issues, as required
- transports student(s) as required (e.g. recreational activities)
- operates or assists in the operation of specialized computer equipment (e.g. SOLO, Pathfinder) used by students
- operates standard office equipment including computer (word processing, educational software), photocopier, laminator, typewriter, telephone, printers, audio visual 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 and an additional acceptable 10 month program
- over 3 months up to and including 6 months practicum and on the job experience

REVIEWED BY

*Title*

APPROVED BY

*Title*