

SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

**JOB TITLE: EDUCATION ASSISTANT - SPECIALIZED
BRAILLIST/BLIND SUPPORT**

JOB SUMMARY: Under the general direction of the Vision Resource Teacher and the supervision of the District Principal – Learning Support Services, the Education Assistant – Specialized works with students with significant visual impairments. Assists district and classroom teachers with the delivery of programs and services and supports the Expanded Core Curriculum for students with vision impairments. Supports may include academic assistance, adapting curriculum materials to students' preferred learning media (braille, tactile, large print, digital, etc.), life and social skills development, orientation and mobility, personal care, physical assistance, and positive behaviour support. This is a district itinerant position.

QUALIFICATIONS REQUIRED:

1. Successful completion of a one-year Education Assistant Program certificate from a recognized accredited institute.
2. If not included within the one-year certificate, successful completion of a current autism course of no less than 25 hours.
3. Minimum of 180 hours of supervised practicum by an accredited institute in a school setting.
4. Additional education and training specific to the specialized position from a recognized institution.
 - a) Certificate or demonstrated proficiency in the use of assistive technology (i.e., Braille notetakers, Duxbury, Open Book, Braille display, etc.)
 - b) Certificate or demonstrated proficiency in Unified English Braille.
 - c) Willingness to acquire Nemeth skills and certification.
 - d) Knowledge of Orientation and Mobility techniques for the visually impaired.
5. Drivers Licence

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing in the language of the program track (English or French) and ability to interpret same in the student's language of communication.
2. Support students in an inclusive setting.
3. Serve as a role model for students.
4. Be calm, empathetic, and compassionate towards students.
5. Solve problems related to the position.
6. Work with disagreeable and/or hostile conditions from time to time.
7. Be able to assist teachers in adapting and/or modifying the academic programs of students.
8. Be flexible and adaptable to student needs.
9. Be motivated and work interdependently.

10. Perform the physical requirements of the job.

RESPONSIBILITIES AND DUTIES:

1. Participates in the implementation of supports outlined in the student's Inclusive Education Plan (IEP).
2. Facilitates the inclusion of the partially sighted or blind student in the regular classroom, school environment, and community.
3. Facilitates communication in educational situations such as classroom instruction, student-to-student dialogue, counselling sessions, tutorials, assemblies, parent/student meetings, field trips, and in any other situations as required.
4. Operates equipment such as Braille Writer, thermal imaging equipment, and other specialized equipment for the visually impaired.
5. Supports students in a wide variety of educational computer programs and equipment.
6. Implements programs and materials as designed specifically for the partially sighted or blind student.
7. Assists students with effective strategies for personal, social, and intellectual competencies.
8. Assists in the planning and acquisition of life and social skills aimed at reinforcing positive behaviours through work and recreational experiences.
9. Provides practice in Orientation and Mobility opportunities.
10. Supervises assigned students with specific support needs in and out of the classroom and in the community, such as activities in school gymnasiums, swimming, laboratories, libraries, electives classes, and on field trips
11. Provides input to the IEP and student progress reports and performs record keeping functions including student learning and behavior data collection.
12. Provides personal care assistance, such as toileting, feeding, diapering, and dressing; provides physical assistance, such as wheelchair manoeuvring, positioning, lifting, transferring, and motor skill development exercises. (Training provided)
13. Implements the health care plan for students with chronic health conditions, such as administering medication, catheterization, monitoring seizure activity, and gastro tube or other complex feeding. (Training provided)
14. Implements educational support programs, such as speech therapy, physical and/or occupational therapy and assists students using specialized equipment such as speech computer programs, personal communicators, and wheelchairs.
15. Provides first alert and appropriate action for accidents and other potentially serious and/or dangerous situations.
16. Attends meetings and accompanies students on field trips as requested.
17. Keeps current by participating in job-related training and staff development.
18. Communicates positively and effectively and interacts as a collaborative and consultative team member.
19. Understands and acts in accordance with school and district policies and procedures, district health & safety manual and WorkSafeBC regulations.
20. Maintains confidentiality.
21. Performs other job-related duties.