

## **SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)**

### **JOB DESCRIPTION**

**JOB TITLE:**           **EDUCATION ASSISTANT - SPECIALIZED – INTERVENOR**

**JOB SUMMARY:** An employee hired to facilitate communication between students with deafblindness, and teachers and peers.

#### **QUALIFICATIONS REQUIRED:**

1. Grade 12 or equivalent
2. Valid British Columbia Driver's License maybe required
3. Successful completion of a one year program (minimum of 10 months) or equivalent course work from a recognized course of study in special education.
4. Minimum of 180 hours of supervised practicum by an accredited institute in a school setting.
5. Completion of both "Introduction to Deafblindness" and "Introduction to Intervention" courses (offered by Provincial Outreach Program for Students with Deaf blindness), or equivalent.
6. Vista Basic Level IV certification plus the ability to use co-signing and/or tactile signing or demonstrated proficiency in American Sign Language, including the ability to adjust to the signing, educational and communication levels required.
7. Certificate or demonstrated proficiency in the use of adaptive technology (brailenote, BoardMaker, etc.)
8. Certificate or demonstrated proficiency in literary Braille.
9. Certificate or demonstrated proficiency in Typewell
10. Willingness to acquire Nemeth skills and certification.

#### **MUST HAVE THE ABILITY TO:**

1. Communicate effectively, orally and in writing in the English language and ability to interpret same.
2. Serve as a role model for students.
3. Solve problems related to the position.
4. Work with disagreeable and/or hostile conditions from time to time.
5. Be flexible in the every changing educational needs of the students with whom they work.
6. Be self-directed and work independently.
7. Maintain the confidential nature of all information relating to pupils, parents and teachers.
8. Use and have a working knowledge of computers and assistive technology for students who are blind or visually impaired (i.e., Braille notetakers, Duxbury, openBook, Braille display), as well as Orientation and Mobility techniques.
9. Transcribe and interline learning materials into Braille, etext, and/or large print.
10. Perform the physical requirements of the job.

#### **RESPONSIBILITIES AND DUTIES:**

1. Uses the total communication approach to facilitate communication between students with deafblindness, other students and staff by providing deafblind intervenor services in and out of the classroom.
2. Assists students by providing information to help facilitate their participation in all aspect of life.
3. Under the direction of the teaching staff, helps by adapting or modifying classroom materials to meet the specialized needs.
4. Assists in the planning and acquisition of life and social skills. Implements educational support programs designed by professionals such as schools based team, occupational therapists, physical therapists and specialist teachers.
5. Knowledge of the workings of and the ability to troubleshoot a variety of hearing aids and FM equipment.
6. Provide input and assist in the preparation of IEP's.
7. Participate in team meetings when required.
8. May observe and record student educational performance.
9. May assist in the preparations of lesson materials appropriate to the student or group.
10. Perform other job related duties.

**RESPONSIBLE TO:** District Principal – Student Support Services

**SUPERVISES:** N/A

Revised April 25, 2015