

**SCHOOL DISTRICT NO. 63
SAANICH**

JOB DESCRIPTION

CLASSIFICATION

School Support Worker

POSITION

Employment Explorations Coordinator

SUMMARY

Under the direction of the Director of Instruction, Diversity and Inclusion and/or designate and the day-to-day direction of the District Instructional Support Teacher – Low Incidence and secondary Inclusion Support Teachers, provides regular Job 51 EA support to students at secondary schools and supports work exploration/ experience opportunities for students (Grades 9-12) transitioning from school to work. Students supported in this program are students that will be eligible for Community Living British Columbia services when they turn 19 years old.

DUTIES

- Meets with all stakeholders (Education Assistants, ISTs, parents) to learn about the student
- Supports staff and students in the “Discovery” process and the development of an Employment Profile to create an interactive student driven digital portfolio.
- Creates/finds job placements that are customized to the individual needs of the student
- Works in collaboration with ISTs and EAs to define roles/responsibilities, lines of communication, strategies and expectations for student job placements
- Provides job coach support for students and EAs at the work site
- Provides work reports to ISTs and others as directed, on a regular basis
- Ensures on-going and consistent communication between all stakeholders on a regular basis
- Provides a final, comprehensive evaluation of student work placement at the end of work experience time period
- Assists school professionals with identifying potential work placements by working with employers and supporting students in work placements
- Supports students and assigned EAs in 40-hour (4 hours/week over ten weeks) work experience placements
- Establishes relationships with prospective employers in order to create/find job placements that are customized to the individual placement needs of the student
- Follows the principles of Customized Employment Development Services
- Monitors the student’s progress on a minimum weekly basis, with increased frequency where required
 - Assists the school and District Learning Services team in following the Individual Education Plan through consultation with Inclusion Support Teachers to ensure an understanding of goals and current levels of ability of student(s) being supported
- Provides direct educational support to students in various work placements
- Provides regular Job 51 EA support to students in secondary schools.
- Participates as a member of the School-Based Team to plan for, implement and evaluate the social, emotional, physical and academic needs of students
- Assists professional staff in evaluating students for social, emotional, physical and academic progress
- Works cooperatively with ISTs, Career Coordinators, school counselors, District Staff and employers

- Communicates and liaises with outside agencies, organizations and other prospective employers
- Matches students with work exploration/experience opportunities
- Communicates regularly and professionally with staff, employers and parents
- Ensures that all requirements for work placement, including parent and student permissions as well as WSBC forms are completed

** Performs other assigned duties that within the knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 12
- Community Support Worker Certificate or equivalent
- Three years related and recent experience in supporting youth in the school and community
- Extensive formal training or experience with job coaching youth with developmental disabilities
- Extensive formal training or experience with the Discovery Assessment Process
- Demonstrated collaborative and inter-personal skills
- Car and valid B.C. Class 5 Driver's license

** Or equivalent combination of training and experience.*

DATE

May 2021

December 2020

August 2015