

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

School Support Worker

POSITION

Communications Facilitator/ Education
Assistant - Learning Services

SUMMARY

Under the overall direction of the Director of Learning Services and the day-to-day direction of the School Administrator, facilitates communication between students who are deaf or hard of hearing and teacher and peers. The Communication Facilitator will also perform the duties of a Job 51 – Education Assistant when not required to work as a Job 114.

DUTIES

- Implements Individual Education Plans (IEPs) by assisting the team with planning, researching, modifying and collecting materials
- Attends to the communication needs of the student
- Provides communication access for students by converting spoken language into a meaning-for-meaning transcript, using specialized software; ie. Specialized transcribing software on a laptop computer that is simultaneously viewed by the student on a second computer
- Prepares for communication facilitation (familiarization with vocabulary and concepts) and other duties as determined by the teacher
- Provides direct educational classroom support to students in various classrooms
- Participates as a member of the School Based Team to plan for, implement and evaluate the social, emotional, physical and academic needs of students
- Collects student learning and behavioural data (records, reports, plans)
- Assists students during emotional outbursts using non-violent crisis intervention strategies
- Monitors students' behaviour during daily arrival, class changes, dismissal and in lunchroom and playground
- Assists professional staff in evaluating students for social, emotional, physical and academic progress
- Observes, monitors and documents health, behavioural and academic changes/progress of student(s) as directed by professional staff
- Assists students in carrying out programs as set out by consultants (e.g. Occupational Therapist, Physiotherapist, Speech and Language Pathologist and Psychologist)
- Uses computers and specialized equipment to provide support and instruction
- Provides augmentative and alternative communication (AAC) to students using specialized equipment and resources (e.g. computers, F.M., switches, communication boards, sign language, braille, oral interpretive skills); troubleshoots and programs such equipment
- Provides information to relevant staff regarding student specific program needs (e.g. safety, health, academic, emotional and social needs)
- Dispenses medications and carries out procedures in health care plan as set out in health care plan
- Acts as an advocate for student(s) and assists with communication, advises supervisor of any unusual comments or behaviour patterns
- Supports students in the development of self-esteem, personal skills, hobbies and interests
- Provides life skills training (e.g. hygiene, cooking, shopping, banking, working)
- Provides personal care (e.g. toileting, menses, clothing, catheterizes, oral and tube feeds, diapers, mobility, lifts and transfers)

- Assists with the behaviour management of students (e.g. clarify appropriate behaviour, develop social skills)
- Marks student work and assists students with corrections
- Monitors class/students when teacher is out of the room; monitors student peer helpers
- Transports and monitors student(s) at community-based activities
- Organizes and monitors the safe arrival, departure and emergency evacuation and care of students by maintaining site, road and traffic safety procedures
- Provides preventative and emergency response care for students (e.g. seizures, choking, other health problems)
- Compiles information and materials for meetings with parents and relevant personnel and participates in same

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

QUALIFICATIONS

- Grade 12
- Community Support Worker Certificate, or equivalent
- TypeWell Transcriber certified (6 week (35-60 hour) part-time online program)
- Must type a minimum of 60 wpm without errors
- One (1) year experience working with children/students with special needs with a minimum of 6 months working with children/students who are deaf or hard of hearing (DHOH)
- Six (6) months of transcribing experience
- Working knowledge of FM equipment, hearing aids and other technology used with DHOH students
- Working knowledge of MS Office and Google applications
- Proficiency in operating a laptop computer and other peripheral equipment
- Ability to keyboard for extended period of time (up to 1 hour) without a break.
- Level One First Aid and CPR Certificate
- Valid B.C. Class 5 Driver's License (where transportation of students is required)
- Working knowledge of computer software and hardware
- Demonstrated use of alternative communication strategies and effective behaviour intervention

** Or an equivalent combination of training and experience.*

DESIREABLE SKILLS

- Ability to listen attentively with accuracy for detail
- Ability to maintain focus on information processing for extended periods of time
- Ability to interpret messages by conveying the content and spirit of what is being said, using language most readily understood by the student
- Ability to work effectively with hearing and non-hearing individuals through verbal and written communication skills
- Ability to facilitate the inclusion of students who are deaf and hard of hearing into the regular classroom and school environment
- Ability to understand and work with curriculum at the appropriate grade level

DATE

December 2020