

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

**JOB DESCRIPTION**

**CLASSIFICATION**

School Support Worker

**POSITION**

Education Assistant  
(Technology Education)

**SUMMARY**

Under limited direction of a teacher or Administrator, provides support for secondary school Technology Education programs and to students identified by the School Based Team.

**DUTIES**

- Implements Individual Education Plans (IEPs) by assisting the Tech Ed teacher(s) with planning, researching and modifying course materials to best suit students' individual learning styles and abilities
- Provides direct educational support to students in various Tech Ed classrooms (i.e. Wood, Metal and Auto Shops)
- Ensures that safe practices and procedures are followed in the shops (e.g. mechanical, chemical and electrical)
- Checks and makes minor adjustments to the hand tools, electrical and mechanical equipment, and reports any problems of equipment to the classroom teacher
- Assists students in developing technical skills, including small group and one-on-one assistance
- Participates as a member of the School Based Team to plan for, implement and evaluate the social, emotional, physical and academic needs of students
- Provides information to relevant staff regarding student specific program needs (e.g. safety, health, academic, emotional and social needs)
- Monitors class/students when teacher is out of room or engaged in a different area of the shop
- Provides emergency response care for students

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

**QUALIFICATIONS**

- Grade 12
- Community Support Worker or equivalent
- One year related experience
- Specialized relevant skills (i.e. Woodwork, Metalwork, Automotive or other Tech Ed areas; Behaviour Management, Non-Violent Intervention, Basic Sign Language or Braille)
- Working knowledge of WHMIS and WorkSafe BC guidelines
- Working knowledge of tools, machine operation and chemicals for use in Tech Ed shop
- Level One First Aid and CPR Certificate
- Valid B.C. Class 5 Driver's Licence (where moving vehicles in the Auto compound is required, or where transportation of student(s) is required)
- Working knowledge of computer software and hardware

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

**DATE**

November 2016