

**SCHOOL DISTRICT NO. 63  
(SAANICH)****JOB DESCRIPTION****CLASSIFICATION**

School Support Worker

**POSITION**

Intervenor

**SUMMARY**

Under direction of an Itinerant teacher and/or School Administrator, provides support to students identified by the School Based Team as deaf/blind.

**DUTIES**

- Implements Individual Education Plans (IEPs) for students by assisting the teacher with planning, adapting, researching, modifying and collecting materials
- Provides direct educational classroom support to students in various classrooms
- Participates as member of the School Based Team to plan for, implement and evaluate the social, emotional, physical and academic needs of students
- Previews classroom materials in preparation for interpreting
- Compiles information and materials for meetings with parents and other relevant personnel and participates in same
- Utilizes, customizes, troubleshoots and programs a wide range of specialized equipment including adaptive technology, such as braille writer, braille lite, embosser, JAWS, Duxbury, computers, FM equipment and hearing aids to provide support and instruction
- Assists professional staff in evaluating students for physical, academic, social and emotional progress
- Reinforces the educational program by tutoring, adapting or modifying classroom materials to meet the specialized needs of students including braille transcription, tactile diagrams and taped sources
- Observes, monitors and documents health, behavioural and academic changes/progress of students as directed by professional staff
- Provides personal care assistance, as directed by appropriate staff, such as feeding, dressing and physical assistance as needed to help orientate in unfamiliar surroundings
- Assists students in carrying out programs as set out by consultants (e.g. Teacher of the Hard of Hearing, Teacher of the Visually Impaired, Orientation and Mobility Instructor, Occupational Therapist, Physiotherapist, Speech and Language Pathologist, Provincial Outreach Program for Deaf/blindness and Psychologist)
- Supports students in the development of self-esteem, personal skills, hobbies and interests
- Consults with relevant staff regarding students specific program needs (e.g. safety, health, academic, emotional and social needs)
- Communicates with and scribes for students using Grade 2 Braille and sign language
- Acts as a liaison between students, parents, professionals and peers
- Acts as an advocate for students and assists with communication
- Assists with life skills training (e.g. orientation and mobility, hygiene, cooking, shopping, banking and working)
- Assists students during daily arrival, class changes, dismissal and in lunchroom, playground and orientates in unfamiliar surroundings
- Assists with the behaviour management of student(s) and advises superior of an unusual comments or behaviour patterns
- Monitors class/students when teacher is out of room
- Monitors students' peer helpers

**Job No. 71**

- Organizes and monitors the safe arrival, departure and emergency evacuation and care of student(s) by maintaining site, road and traffic safety procedures
- Transports and cares for student(s) at community-based activities

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

**QUALIFICATIONS**

- Grade 12
- Four years' related experience
- Community Support Worker Certificate
- Completion of Intervenor Training
- Grade 2 Braille
- Working knowledge of specialized equipment and software such as Braille Writer, Braille 'n Speak, computers and transcription programs such as Duxbury and Mega Dots
- Valid B.C. Class 5 Driver's License
- Level One First Aid and CPR Certificate

\* *Or equivalent combination of training and experience*

**DATE**

July 2008