

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

JOB DESCRIPTION

CLASSIFICATION

School Support Worker

POSITION

Interpreter

SUMMARY

Under the direction of the School Administrator, the student's teacher, case manager and the Teacher of the Deaf and Hard of Hearing, provides support to students identified by the School Based Team as being Deaf and Hard of Hearing.

DUTIES

- Implements Individual Education Plans (IEPs) for students as developed by the student's support team by assisting the teacher with planning, adapting, researching, modifying and collecting materials
- Interprets/translates spoken language into sign language
- 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 and participates in various team based meetings
- Assists the Teacher of the Deaf and Hard of Hearing to customize, troubleshoot and program a wide range of specialized equipment including adaptive technology, 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 students and adapting or modifying classroom materials as directed by professional staff 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
- Assists with basic 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 staff and consultants (e.g. Teacher of the Deaf and Hard of Hearing, Orientation and Mobility Instructor, Occupational Therapist, Physiotherapist, Speech and Language Pathologist and Psychologist)
- Supports students in the development of self-esteem, personal skills, hobbies and interests
- Consults and collaborates with relevant staff regarding students specific program needs (e.g. safety, health, academic, emotional and social needs)
- Communicates with and scribes for students using 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 students and advises supervisor of unusual behaviour patterns

- Monitors class/students when teacher is out of room
- Monitors students' peer helpers
- Organizes and monitors the safe arrival, departure and emergency evacuation and care of students

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

QUALIFICATIONS

- Grade 12
- Two years' related experience
- Community Support Education Assistant Certificate supplemented by specialized relevant training as an Interpreter for the deaf and hard of hearing
- Advanced Sign Language (ASL or Signed English) fluency K-12
- Working knowledge of specialized equipment and software
- Valid B.C. Class 5 Driver's License

** Or equivalent combination of training and experience.*

DATE

November 2016