

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

**JOB DESCRIPTION**

**CLASSIFICATION**

School Support Worker

**POSITION**

Brailist/Transcriber

**SUMMARY**

Under direction of the Itinerant teacher, Case Manager and/or School Administrator, provides support to student(s) identified by the School Based Team as blind.

**DUTIES**

- Implements Individual Education Plans (IEP) for student(s) by assisting the teacher with planning, adapting, researching, modifying and collecting materials
- Assists students in carrying out programs as set out by consultants (e.g. Teacher of the Visually Impaired, Orientation and Mobility Instructor, Teacher of the Hard of Hearing, Occupational and Physiotherapist, Speech and Language Pathologist, Psychologist (and other relevant consultants)
- Reinforces the educational program by tutoring, adapting or modifying classroom materials to meet the specialized needs of student(s) including braille transcription, tactile diagrams and audio sources
- Provides direct educational classroom support to student (s) 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 student(s)
- Consults with relevant staff and provides information regarding student(s) specific program needs (e.g. safety, health, academic, emotional and social needs)
- Marks student(s) work and assists with corrections and transcribes Braille into text for teacher evaluation
- Communicates with and scribes for student(s) using Grade 2 Braille
- Collects student learning and behavioural data (records, reports, plans) and assists professional staff in evaluating students for physical, academic, social and emotional progress
- Observes, monitors and documents health, behavioural and academic changes/progress of student(s) as directed by professional staff
- 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, embosser, JAWS, Duxbury, computers, to provide support and instruction for students who are blind or visually impaired
- Provides augmentative and alternative communication (AAC) to students using specialized equipment and resources (e.g. F.M., switches, communication boards, sign language, oral interpretive skills); troubleshoots and programs such equipment
- Provides personal care and preventative and emergency response care for students
- Dispenses medications, maintains drug administration records and carries out procedures as set out in health care plan
- Acts as a liaison between student(s), parents, professionals and peers
- Acts as an advocate for student(s) and assists with communication
- Provides instruction using the Expanded Core Curriculum for Blind Children (as per the American Foundation for the Blind)
- Assists with the behaviour management of student(s)
- Monitors class/students and peer helpers when teacher is out of room

- Organizes and monitors the safe arrival/dismissal, class changes, lunchroom, playground, departure and emergency evacuation care of student(s) by maintaining site, road and traffic safety procedures (orientates in unfamiliar surroundings)
- 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
- Specialized relevant skills (e.g., Behaviour Management, Non-Violent Intervention, Basic Sign Language)
- Community Support Worker Certificate or equivalent
- Transcribers Certificate (having completed Literary Braille Transcribers Course Grade 1 & 2)
- Working knowledge of specialized equipment and software such as Braille Writer, JAWS, computers and transcription programs such as Duxbury
- Valid B.C. Class 5 Driver's License
- Level One First Aid and CPR Certificate

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

### **DESIRABLE SKILLS**

- Nemeth Braille Code (Course #3) or Intermediate Nemeth Braille Code (Course #4)

### **DATE**

January 2009