

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

JOB DESCRIPTION

CLASSIFICATION

School Support Worker

POSITIONInclusion Support Worker -
Inclusive Education**SUMMARY**

Under the minimum supervision of a teacher or School Administrator, provides support to students with social, emotional, physical and academic needs provided the student(s) does not have significant complex needs, is not on a health care plan or risk reduction plan.

DUTIES

- Implements Individual Education Plans (IEPs) by assisting the team with planning, researching, adapting and collecting materials
- 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
- Monitor and supports students' behaviour during daily arrival, class changes, dismissal, in lunchroom and playground and on field trips and a variety of settings in the community
- 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, basic sign language, oral interpretive skills); troubleshoots and programs such equipment
- Provides information to appropriate staff regarding student specific program needs (e.g. safety, health, academic, emotional and social needs)
- Dispenses medications and carries out procedures as outlined in the Medication Administration Form
- Acts as an advocate for student(s) and assists with communication
- Advises supervisor of any unusual student 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)
- Acts as an observer when a high degree of personal care is being provided by a trained EA.
- Assists with the basic behavior support of students (e.g. clarify expected behaviour, support self-regulation, develop social skills)
- Monitors student work and assists students with work completion.
- Monitors class/students when teacher is out of the room for short periods of time
- Organizes and monitors the safe arrival, departure and emergency evacuation and care of students by maintaining site, road and traffic safety procedures
- Follows District Policy and Procedures related to privacy and confidentiality

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

QUALIFICATIONS

- Grade 12
- 6 months related experience in a supervised work environment working with children and youth
- Specialized relevant skills (e.g. Headstart Responsible Adult 20 hour Online Course, POPARD Intro to ASD, Behaviour Support, Non-Violent Intervention, Basic Sign Language)

- One day Emergency First Aid and CPR C Certificate
- Working knowledge of computer software and hardware

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

DATE

January 2023