

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

JOB DESCRIPTION

CLASSIFICATION

School Support Worker

POSITION

Education Assistant (French Immersion and FSL)

SUMMARY

Under minimum supervision of a teacher or Administrator, provides assistance to students involved in French language programs.

DUTIES

- Provides strategies to assist students with their learning in a positive and effective manner and to reinforce and develop effective problem-solving, study skills, and critical thinking
- Collaborates with French Immersion teachers, Learning Commons staff to research, order and inventory French materials for classrooms and school
- Assists with the translation of written materials
- Monitors students' behaviour during daily arrival, class changes, dismissal, during lunch breaks and on field trips
- Monitors class/students when teacher is out of room; monitors student peer helpers
- Collaborates with teaching staff to support educational plans for students
- Implements individualized or group support during class time
- Adapts classroom materials to meet the specific needs of the student(s) under the guidance of teacher
- Assists students with assignments, homework, projects in the classroom, and includes support with both oral presentation and the written components
- Provides descriptive feedback for student's written and oral language
- Supports students in their learning using a range of assistive technologies (computers, tables, handheld devices, etc.)

** 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 working with children and youth
- Relevant skills (e.g. Headstart Responsible Adult 20 hour Online Course, POPARD Intro to ASD, Behaviour Support, Non-Violent Intervention, Basic Sign Language)
- Fluency in French required and demonstrated ability to translate written materials to the Grade 12 level
- One-day Emergency First Aid and CPR C Certificate
- Must be fully bilingual in French
- Working knowledge of basic computer software and hardware

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

DATE

June 2023