

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

JOB DESCRIPTION

CLASSIFICATION

School Support Worker

POSITION

International Languages
Interpreter/Classroom Assistant

SUMMARY

Under the direction of a teacher and School Administrator, provides translation, cultural (including social and emotional support) and education assistance to students in the Saanich International Student Program (SISP) whose first language is other than English or French.

DUTIES

- Prepares teaching aids and classroom resources and sets up equipment
- Translates English oral lectures and written materials to students' first language
- Works one-on-one or in small groups with students supporting individual learning outcomes
- Checks grammar and leads conversation groups to help students overcome language barriers through conversation and practice
- Provides oral and written translation services for students, staff, host families and community partners
- Collaborates and engages with teachers to modify/adapt curriculum and resources to meet the specific needs of the students
- Reinforces established school rules and ensures consistency in their application
- Introduces, supports and reinforces with students Canadian culture and related activities
- Works with teachers to assist students with difficulties in academic and non-academic learning by assessing students' needs and implementing and reinforcing appropriate learning strategies
- Communicates issues concerning students with professional staff
- Implements individualized and group programs in out-of-class or integrated settings
- Researches, orders and collects materials and supplies
- Assists students in organizing information for assignments, homework or projects in the classroom
- Assists in marking student work and assists students with corrections
- Duplicates, collates, files and records material and data
- Prepares forms, paperwork and correspondence for field trips, contests, student exchanges and other student activities
- Works with students to clarify appropriate behaviour and to develop social and cultural skills and knowledge
- Assists in the recording of attendance data
- Organizes displays and bulletin boards
- Monitors students when teacher is out of the room for brief periods
- Provides information to appropriate staff regarding student specific program needs (e.g. safety, health, academic, emotional and social needs)
- 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
- Responds verbally or in writing to students inquiries, complaints or problems, refer to international advisors (2 to 4 times a week)
- Collects fees for field trips for the classes

- Assists the international advisors in event planning, international program field trips, information meeting
- Assists in the preparation, facilitation and implementation of events for international students
- Responds to new international student inquiries
- Sets up a peer-peer network between new students

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

QUALIFICATIONS

- Grade 12
- One year related experience working in a multicultural environment
- Native or near native proficiency in oral and written communications in English and the specified foreign language (e.g. Mandarin, Chinese)
- Working knowledge of basic computer software and hardware
- Strong understanding of the students' culture of origin and how it differs from Canadian culture and traditions

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

DATE

June 2023