

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

**JOB DESCRIPTION**

**CLASSIFICATION**

School Support Worker

**POSITION**

Inclusion 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**

- Provides direct educational classroom support to students with designations in various classrooms
- Facilitates and encourages positive social interactions with students, staff and the community
- Assists students with activities to promote their physical, mental and social well-being
- Monitors 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
- Maintains health and safety practices in accordance with the School District Guidelines and advises supervisor of any unusual student comments or behaviour patterns
- Provides life skills support (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)
- 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
- 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**

February 2025

April 2023