

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

SPECIALTY SUPPORT – PERSONAL ATTENDANT – Autism

Rate of Pay: **Band # 10**

SUMMARY

- Provides assistance to teachers and other professionals in the delivery of regular or alternate programs of study for students with autism.
- Functions as an advocate for students and as a collaborative member of the school-based team

DUTIES & RESPONSIBILITIES

- assists in the implementation of the instructional program for students with autism
- works with teachers, students, staff and other agencies, where required, to facilitate exchange of information between the designated student and the rest of the class
- participates in team meetings regarding the progress and placement of students, when required
- assists with the modification of classroom and curriculum materials to meet student and/or group specific needs
- assists student(s) in developing problem solving, socialization and peer interaction skills
- assists with the implementation of behavior modification techniques/conflict resolution strategies, problem solving models and general classroom management
- assists with assessment of student's progress by compiling information regarding behavior and recording individual progress, as required
- assists the teacher in the preparation of Individual Educational Programs and report cards
- provides personal assistance to students with developmental delays in fine and gross motor skills programs and activities, and in other life skills areas where required
- encourages students with work tasks, marks assignments, reinforces overall teacher expectations of students.
- assists in the supervision of students outside of classroom times as required
- assists students in developing problem solving, socialization and peer interaction skills
- attends to the physical safety of students

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- completion of an Education Assistant Certificate Program
- completion of POPARD program (30 hours)
- BC Driver's License - Class 5 Full Privileged with an exemplary driving record as demonstrated by a current driver's abstract

EXPERIENCE

- 6 months of experience working with people with behavioral disorders

SKILLS & ABILITIES

- ability to perform work within authorized limits prescribed by supervisor and/or policy. Exercises independent judgement in selecting and interpreting information; reconciling deviations from standard methods and resolving problems.
- ability to communicate effectively, both orally and written, using tact, diplomacy and human relations skills are required for frequent contacts of a difficult specialized or sensitive nature for such purposes as influencing, persuading or securing the co-operation of others.
- ability to adapt classroom learning tasks to the ability and achievement levels of learners
- physical capability to perform the job duties
- working knowledge of behavior management techniques, conflict resolution and task analysis techniques
- maintains the confidentiality of sensitive information seen or heard
- fundamental computer skills

Last Updated and JJEC Rated: May 18, 2021

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.