

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

SPECIALTY SUPPORT – EDUCATION ASSISTANT – YOUTH CARE WORKER

Rate of Pay: **Band # 9**

SUMMARY

- Provides assistance to teachers and other professionals in the delivery of regular or alternate programs of study with a group or individual students.
- Provides assistance in the implementation of the instructional program for behaviorally disordered students or other designated students in a class or classroom
- Functions as an advocate for students and as a collaborative member of the school-based team

DUTIES & RESPONSIBILITIES

- participates in team meetings regarding progress and placement of students
- works in collaboration with school staff and other agencies to foster and develop the individual student's potential
- liaises with teacher and other school personnel, parents/guardians, social, legal and medical agencies
- assists with planning, development, implementation and monitoring of behavior management programs including record keeping and follow up of student progress.
- transports students to various locations, e.g. field trips and special events
- assists in the supervision of student(s) outside of classroom times as required
- assists the teacher in the preparation of Individual Education Programs, report cards, and special class events
- assists students in computer based learning systems
- assists with the arrangement of work experience for students in community or on long-term absences

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- completion of an Education Assistant Certificate program
- BC driver's license - Class 5 Full Privileged and an exemplary driving record as demonstrated by a current driver's abstract

EXPERIENCE

- 6 months of experience working with behaviorally disordered children or adults
- experience with different behavior management techniques, conflict resolution and task analysis techniques

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 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 level of learners
- physical capability to perform the job duties
- performs all duties with a level of interpersonal skills appropriate to the position
- maintains the confidentiality of sensitive information seen or heard
- fundamental computer skills