



# EDUCATION ASSISTANT (INCLUSION SUPPORT WORKER)

JOB DESCRIPTION | JUNE 2024

## NATURE AND SCOPE OF WORK

Reporting to the Director of Inclusive Education and led by the Education Assistant Mentor and/or Inclusion Support Teacher, the Education Assistant (Inclusion Support Worker) works as part of a multidisciplinary team that provides capacity building support to school teams working with complex students.

This is a position that builds on the Education Assistant as a foundational role so the position requires the same qualifications, duties, and abilities in those listed under the Education Assistant (Intensive Behaviour) and the additional duties and qualifications set out in this job description. This position also has the option for specialization in speech language.

## SPECIFIC RESPONSIBILITIES

### General

- Facilitate the implementation of intensive interventions and supports.
- Provide coaching and skill development for education assistants in the implementation of intensive, specialized supports for students.
- Collect data as directed by the district itinerant specialist.
- Create materials such as but not limited to visual supports, calendar binders, task bins as directed.
- May assist in providing professional development sessions.
- Assist with building relationships with school teams and students.
- Maintain a high level of confidentiality regarding work being done.
- Model a high degree of interpersonal skills in challenging situations.
- Work with a high degree of independence and initiative appropriate to the position.
- Protecting and respecting the confidentiality of information.
- Performs other related duties as required.

### Complex Behaviour Support Duties

- Provide support for learners identified as having significant social-emotional and/or regulation needs.
- Assist in the implementation of instructional programs for students by monitoring, observing and recording data with respect to regulation and learning.
- Model facilitation strategies for implementing support for students requiring highly individualized programs.

## **SPECIFIC RESPONSIBILITIES**

### **Complex Behaviour Support Duties**

- Provide individualized intervention for learners across a variety of settings.
- Assist in the completion of Functional Behavioural and/or Living Assessments.

### **Speech Language Duties**

- Assist with the implementation and programming of Alternative Augmentative Communication Systems (AAC) 2.
- Provide communication support to students identified by the Speech Language Pathologist (SLP) who have speech and/or language delays/disorders.
- Model language facilitation strategies and the use of visual materials, communication devices/systems to members of the school-based team upon request of the SLP.
- Implement and follow documented treatment plans or protocols provided by the SLP.
- Documents student progress towards meeting established objectives and reports the information to the SLP.
- Collect student specific data requested by the SLP to help inform the programming recommendations.
- Prepare therapy materials such as visual supports, communication boards and/or other appropriate materials.
- Troubleshoot Augmentative and Alternative Communication devices.

## **QUALIFICATIONS** (Required Knowledge, Skills and Abilities)

- Two-year post-secondary diploma in Educational Assistant training (or relevant discipline) or an Education Assistant certificate combined with one year of related experience.
- Two years' Advanced training, in the support of students with regulation needs, or an equivalent combination of training and experience.
- Advanced training, in the provision of support for students with complex neurological differences, including children with autism spectrum disorders.
- Three years' experience working with children and youth with complex neurological profile.
- Working knowledge of the district child abuse protocol and reporting procedures.
- Current CPI (Crisis, Prevention, and Intervention) certification.
- Computer literacy and experience with technological assists.
- Demonstrated willingness to participate in professional development opportunities as provided by the district.
- Ability to provide educational support in academic subjects as per school level (i.e.: elementary, middle and secondary).
- Proven ability to establish and maintain effective work relationships, working collaboratively in a team environment at all times.
- Working knowledge of reading and writing software programs (Microsoft 365).

## **QUALIFICATIONS** (Required Knowledge, Skills and Abilities)

- Ability to determine, judge and select appropriate course of action within the limits of established methods and procedures.
- Ability to effectively interact and establish positive rapport with students.
- Ability to communicate effectively using tact, discretion, and diplomacy, while maintaining confidentiality in all matters related to the school district.
- Ability to be flexible and adaptable.
- Sufficient physical capabilities, stamina, and coordination to perform the duties of the position to the required standard.

### **Additional Qualifications for the Speech Language specialization:**

- Two years' training in Speech Language Pathology Assistant or Communicative Disorders Assistant certification through an accredited program, or an equivalent combination of training and experience.
- 3 years' experience working with children and youth with communication disorders.
- Knowledge of Augmentative and Alternative communication technology and apps.

## **REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS**

- Two-year post-secondary diploma in Educational Assistant training (or relevant discipline) or an Education Assistant certificate combined with one year of related experience.
- POPARD (Provincial Outreach Program for Autism and Related Disorders (or equivalent) training.
- Level 1 First Aid certification is an asset.
- Class 5 BC Driver's License.
- A clear Criminal Record Check to be updated every five years.

## **RELATIONSHIPS**

- Works collaboratively with classroom teacher, Learning Support Teacher, and members of the Learning Support Services Team.

## **REPORTING STRUCTURE**

- Reports to Director of Inclusive Education and Education Assistant Mentor.

## **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

- This position requires a relatively equal balance of standing/walking and sitting to accommodate students' needs.
- Incumbents may be required to run on occasion and physically assist students using lifts and transfers.
- SD 72 actively manages health and safety for the organization and takes all reasonable steps to protect workers from harm including offering de-escalation training to staff. Due to challenging behaviours presented by some of our complex learners, incumbents may be exposed to physical incidents involving students (e.g.: biting, hitting, kicking, spitting), and bodily fluids.
- Directly supervise students in the pool as part of the swim program.
- Education Assistants may work in a variety of school and community settings where responsibilities include: implementation of a personal care plan for physical or mentally challenged students including but not limited to: toileting and/or catheterization, mobility training, lifting, seizure management, feeding, personal hygiene, colostomy care, and supervision of medication.

## **THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT**

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

## **CLASSIFICATION**

- This position's classification is Education Assistant – Intensive Behaviour and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.