



EDUCATION ASSISTANT (BRAILLIST)

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

Reporting to the School Administration and to the Director of Inclusive Education, the Education Assistant (Brailist) will work in a variety of school and community settings under the direction of certificated teachers, including the teacher of the visually impaired. This position assists with orientation and mobility training, the learning of Braille and appropriate technological adaptations in conjunction with the implementation of the student's individual education plan.

SPECIFIC RESPONSIBILITIES

- Implementation of a student's individual educational plan.
- Utilizes a wide range of equipment including adaptive/assistive technology specific to the field of visual impairment.
- Implements educational support programs designed by professionals such as a Vision Teacher, Orientation and Mobility Instructor, Speech Language Pathologists, Rehabilitation Therapists, Behaviour Consultants, and Audiologists.
- Assisting students with orientation and mobility training, the learning of Braille and appropriate technological adaptations.
- Assisting with the student's personal care.
- Implementation of behavioural management plans.
- Preparation of materials.
- Transportation of students to various programs and activities.
- Protecting and respecting the confidentiality of information.
- May be expected to directly supervise students in the pool as part of the swim program.
- Protecting and respecting the confidentiality of information.
- Performs other related duties as required.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Two-year post-secondary diploma in Educational Assistant training (or relevant discipline) or an equivalent combination of relevant education (minimum one year) and experience.
- Successful completion of a recognized Braille Transcribers course.
- Working knowledge of the district child abuse protocol and reporting procedures.
- Current CPI (Crisis, Prevention, and Intervention) certification.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- 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).
- 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.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- Two-year post-secondary diploma in Educational Assistant training (or relevant discipline) or an equivalent combination of relevant education.
- Successful completion of a recognized Braille Transcribers course.
- 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 Inclusive Education Team.

REPORTING STRUCTURE

- Reports to School Administration, Director of Inclusive Education and District Principal, Inclusive Education.

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.
- Directly supervise students in the pool as part of the swim program.
- 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.

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 and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.