



# RESPONSIBLE ADULT (INCLUSIVE EDUCATION)

JOB DESCRIPTION | JUNE 2024

## NATURE AND SCOPE OF WORK

The Responsible Adult (RA) reports to the school administrator and the Director of Inclusive Education. The role of RA is to work in collaboration with the student support team and will provide general care, supervision and assistance to students, some with diverse needs.

## SPECIFIC RESPONSIBILITIES

- Provides general supervision to students on school property in and out of the classrooms, before and after school, during recess, lunch supervision, and on occasion during school fieldtrips.
- Provides support in the classroom to students with special needs one-on-one and/or in small groups.
- Develops relationships with students; provides encouragement, advice, and assistance regarding life skills, direction, and preparation.
- Facilitates and encourages positive social interactions with students, staff, and in the community.
- Assists students with activities to promote their physical, mental, and social well-being.
- Supports student transition at the start and end of the school day.
- Maintains healthy and safe work practices in accordance with the School District Guidelines.
- Protects and respects the confidentiality of student information.
- Participates in staff meetings as requested.
- Performs other duties as assigned by the principal or designate.

## QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Grade 12 diploma plus completion of Responsible Adult Course, or the completion of a course, or a combination of courses, of at least 20 hours duration in child development, guidance, health and safety, or nutrition.
- A valid Level 1 First Aid Certificate is an asset.
- A minimum of 1 year of recent experience working with youth and children or an equivalent combination of training and experience working with children or youth.
- Demonstrated evidence of strong communication skills (verbal, written and electronic formats) using tact, discretion, and diplomacy, while maintaining confidentiality in matters related to the school district.
- Ability to work collaboratively as part of a team with colleagues, parents, and children.

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

- Ability to use judgement to select appropriate courses of action within the limits of established methods and procedures.
- Ability to effectively interact and establish positive rapport with students.
- Strong problem-solving and organizational skills with the ability to work with minimal supervision.
- Ability to work proactively and in a self-directed manner to foster an atmosphere of trust and respect for and from students.
- Working knowledge of the district child abuse protocol and reporting procedures.
- Ability to be flexible and adaptable.
- Demonstrated willingness to participate in professional development as provided by the district.
- Computer literacy with the willingness to learn technology assists or working knowledge of reading and writing software programs (Microsoft 365).

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

- Grade 12 diploma.
- Successful completion of the 20-hour online Responsible Adult Course.
- 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 the School Administrator, Director of Inclusive Education, and District Principal, Inclusive Education.

## **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

- Requires a relatively equal balance of standing/walking and sitting to accommodate students' needs.
- May be required to run on occasion and physically assist students using lifts and transfers.
- May supervise students in the pool as part of the swim program.
- SD 72 takes all reasonable measures to protect workers from harm including offering de-escalation training to staff. Due to challenging behaviors presented by some complex learners, employees 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 Student Supervisor and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.