

TITLE: Education Assistant Specialized Communication Support

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SECTION: School

REPORTS TO: Principal or designate

SUMMARY

Under the general supervision of Principal or designate, provides a range of services for students with diverse needs which include personal care, behaviour support and assistance with educational programs. This includes the provision of services requiring additional skills and qualifications with respect to developmental, regulation, or communication supports.

Position requires qualification, duties, and abilities in those listed under General and one of the three specializations: Sign Language, Brailist, or Deaf-Blind Intervenor.

GENERAL DUTIES

1. Provide specialized support in educational situations such as classroom instruction, student-to-student dialogue, assemblies, parent/student meetings, field trips, and any other situations requiring specialized intervention.
2. Abide by the Code of Ethics of relevant professional associations, using judgment and discretion
3. Participate in educational team meetings, including the development and review of progress on the Individual Education Plan, providing insight on the success of communication strategies with an appreciation of the confidential nature of all information relating to students, parents, and staff
4. Provides assistance with general supervision of students in small groups, individually or in the temporary absence of the professional staff
5. Assists in the teaching function by marking assignments, directs, monitors and records group or individual activity and progress
6. Prepares the classroom by gathering resource materials, preparing materials, and operating equipment and provides general classroom assistance
7. Maintains files and records.
8. May, on occasion, be required to perform other Education Assistant duties as assigned

SIGN LANGUAGE DUTIES:

1. Communicate with the student, using American Sign Language ("ASL")/English Sign Language, in a variety of settings and activities with students, parents, staff and community groups; and adjust to the signing, educational and communication levels required.
2. Facilitate the student's communication using specialized instructional equipment and/or augmentative communication devices.

BRAILLIST DUTIES:

1. Communicate using sign language, braille, or other specialized skills with students as required.
2. Transcribe and interpret educational material from print or oral to Braille and/or tactile diagrams, and from Braille to print or oral, and provide interpretation services as necessary.

DEAF-BLIND INTERVENOR DUTIES:

1. Facilitate communication between deaf/blind students, other students, and staff by providing intervenor services both in and out of the classroom.
2. Provide information to the student to help facilitate their participation in the visual world around them.

GENERAL QUALIFICATIONS

- High school graduation or the equivalent
- Two years of training in the identified area of specialization, or an equivalent combination of training and experience
- Two years experience in the identified area of specialization
- Excellent leadership, interpersonal and communication skills
- Demonstrated ability to establish and maintain respect for and from students
- Ability to keep accurate records
- Ability to maintain the confidentiality of sensitive information seen or heard

SIGN LANGUAGE QUALIFICATIONS:

- Training in American Sign Language to the specified level to work with the student, including the ability to adjust to the signing, educational and communication levels required
- Demonstrated fluency and ability to communicate using American Sign Language/English Sign Language including the ability to adjust to the signing, educational, and communication levels that are consistent with the grade level of the student as required by the school district professional(s)

BRAILLIST QUALIFICATIONS

- Unified English Braille (“UEB”) transcriber’s Certificate; and Unified UEB Technical Extension Certificate Literary Braille
- Knowledge of braille codes and production of tactile graphics using braille standards (Braille Authority of North America (“BANA”))
- Ability to use Picture in a Flash Tactile Graphic Maker specialized software

DEAF-BLIND INTERVENOR QUALIFICATIONS:

- Training in Intervenor services through a recognized Deafblind Intervention Program
- Demonstrated fluency and ability to support communication for deaf/blind students, including the ability to adjust to the signing, educational, and communication levels that are consistent with the grade level of the student as required by school district professional(s)