

**SUMMARY**

Under the direction of the Director of Instruction - Inclusive Education or designate, the District Education Assistant, as part of a multidisciplinary team will provide capacity building support to school teams working with complex students.

Position requires qualification, duties, and abilities in those listed under General and one of the two specializations: Speech Language Assistant or Complex Behaviour Support

**GENERAL DUTIES**

1. Facilitate the implementation of intensive interventions and supports, as developed by district itinerant specialists
2. Provide coaching and skill development for education assistants in the implementation of intensive, specialized supports for students
3. Collect data as directed by the district itinerant specialist
4. Create materials such as but not limited to visual supports, calendar binders, task bins as directed
5. May assist in providing professional development sessions
6. Assist with building relationships with school teams and students; maintain a high level of confidentiality regarding work being done
7. Model a high degree of interpersonal skills in challenging situations
8. Work with a high degree of independence and initiative appropriate to the position
9. May, on occasion, be required to perform other related duties as assigned.

**SPEECH LANGUAGE ASSISTANT DUTIES**

1. Assist with the implementation and programming of Alternative Augmentative Communication Systems (AAC)
2. Provide communication support to students identified by the SLP who have speech and/or language delays/disorders
3. 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.
4. 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
5. Collect student specific data as requested by the SLP to help inform the programming recommendations
6. Prepare therapy materials such as visual supports, communication boards and/or other appropriate materials
7. Troubleshoot Augmentative and Alternative Communication (AAC) devices

**COMPLEX BEHAVIOUR SUPPORT DUTIES**

1. Under the direction of the district itinerant specialist, provide support for learners identified as having significant social-emotional and/or regulation needs
2. Assist in the implementation of instructional programs for students by monitoring, observing and recording data with respect to regulation and learning
3. Model facilitation strategies for implementing support for students requiring highly individualized programs
4. Provide individualized intervention for learners across a variety of settings, (home, community, school-based), under the direction of the district itinerant specialist
5. Assist in the completion of Functional Behavioural and/or Living Assessments

**GENERAL QUALIFICATIONS**

- High school graduation or the equivalent
- Successful completion of a program equivalent to the Vancouver Island University's Education Assistant and Community Support program, including two 105-hour practicums, or an equivalent combination of training and experience
- Current Non-Violent Crisis Intervention training
- Proficient in the creation of visual supports for learners
- Demonstrated leadership, interpersonal and communication skills and ability to mentor adults and teach students.
- Formal training as a coach or mentor; or an equivalent combination of training and experience
- A demonstrated ability to work as a strong and effective member of a multi-disciplinary team
- A demonstrated ability to work with limited direction
- Demonstrated skills in basic behaviour management.
- Demonstrated ability to establish and maintain respect for and from students.
- Knowledge of sign language and/or Braille
- Ability to keep accurate records
- Physical capability to perform the job duties
- Ability to maintain the confidentiality of sensitive information seen or heard
- Valid Class 5 Driver's License

**SPEECH-LANGUAGE ASSISTANT QUALIFICATIONS**

- 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

**COMPLEX BEHAVIOUR SUPPORT QUALIFICATION**

- 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 or an equivalent combination of training and experience
- 3 years' experience working with children and youth with complex neurological profiles