



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #CL-01

LABORATORY ASSISTANT

Location: Secondary Schools

SUMMARY:

Under the direction of the classroom teacher(s), the supervision of the Principal(s) or their designate, and the evaluation of the Principal(s), performs a variety of duties related to the maintenance and operation of the Science and/or Home Economics Laboratories.

DUTIES:

- Maintains accurate and sufficient inventory of chemicals, specimens, materials and equipment.
- Prepares chemicals, stock solutions materials and equipment for labs.
- Labels and organizes safe and secure storage of chemicals, materials, specimens and equipment to meet WHMIS/GHS requirements.
- Tests equipment operation to ensure proper functioning and makes simple repairs.
- Organizes for disposal of chemical wastes.
- Arranges clean up of hazardous chemical spills.
- Purchases supplies as authorized.
- May feed and care for small animals.
- Provides care and organization of labs and preparation rooms through provision of equipment and services such as cleaning fridges and stoves, doing laundry, etc.
- Cleans glassware when unusual techniques are required (acid or base baths, sterilization, etc.)
- Maintains lab safety equipment (eyewash fountains, sand buckets, aprons, etc.)
- Conducts year-end inventories.
- May assist in classrooms.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS), Global Harmonized System (GHS) and WorkSafe BC.
- May be required to perform other job related duties as assigned.

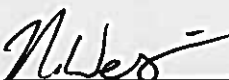
QUALIFICATIONS:

- Minimum first year university or college level science.

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)


Secretary Treasurer

Jan 3, 2012
Date

On behalf of:
C.U.P.E. Local 801


President

Jan 10, 2012
Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #CL-05

CHILD CARE WORKER

Location: District

SUMMARY:

Under the direction and instructional supervision of the classroom teacher and/or counsellor, and the supervision and evaluation of the Principal or designate, provides assistance in the delivery of regular or alternate programs with a group or individual students, to assist teachers and other professionals to carry out their work.

DUTIES:

- Works in collaboration with school staff and other agencies to foster and develop the individual student's potential.
- Provides counselling to students and parents, which may include crisis intervention and counselling, as required.
- Liaises with teachers and other school personnel, parents/guardians, social, legal and medical agencies.
- Assists with planning, development, implementation and monitoring of behaviour management programs including record keeping and follow up of student progress.
- Assists in the implementation of the instructional program for behaviourally disordered students or other designated students in a class or classroom.
- Assists with providing in-service for other staff members regarding behavioural management and social skills programs.
- Transports students to various locations, e.g. field trips and special events.
- Carries out any or all duties under the classification of Supervision Assistant, as required.
- Assists the teacher in the preparation of Individual Education Plans and report cards.
- Participates in team meetings regarding progress and placement of students.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and WorkSafeBC safety procedures.
- May be required to perform other related duties as assigned.

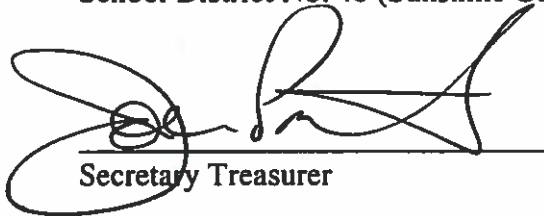
QUALIFICATIONS:

- Grade 12 graduation or the equivalent
- Minimum of four years experience working with school-aged children
- Certificate as a Childcare Worker from an approved college or vocational institution or equivalent
- Valid class 5 BC driver's license
- Conflict Resolution training
- Valid first aid certificate

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)


Secretary Treasurer

SEPTEMBER 14, 2011
Date

On behalf of:
C.U.P.E. Local 801


President

September 12/2011
Date



School District No. 46 (Sunshine Coast)

Job Description #CL-06

SPECIAL EDUCATION TEACHER ASSISTANT II

Location: All

SUMMARY:

Under the direction and instructional supervision of the teacher and/or Special Education teacher and the supervision and evaluation of the Principal, provides assistance in the delivery of regular or alternate programs of study with a group or individual students, to assist teacher and other professionals to carry out their work with identified students.

DUTIES:

- Gives close continuous supervision on an individual basis within the following categories:
 1. physically dependent with multiple needs (i.e. the student requires assistance at all times for feeding, dressing, toileting, mobility, personal hygiene and monitoring blood sugar).
 2. intensive behaviour intervention (i.e. the student consistently/persistently demonstrates extremely disruptive, antisocial behaviour and/or demonstrates profound withdrawal or internalizing behaviours which may be of danger to self and/or others).
- Provides personal assistance to students with physical handicaps in mobility, toileting, feeding, grooming, dressing and with gross motor skills programs and activities.
- Implements program after consultation with occupational/physical therapist.
- Attends to the physical safety of students ensuring emergency equipment and procedures are present, current and functional.
- Operates, adjusts and assists with specialized equipment e.g. speech computer programs, personal communicator, light pointer, Life Skills equipment, wheel chairs.
- Provides medical care to designated students as directed by health professionals (e.g. administering medication, monitoring for seizure severity, record keeping, etc.) where the consequences for error could be life threatening.
- Communicates with students using sign language, Braille or other specialized skills as required.
- Assists in the implementation of the instructional program for learning disabled, intellectually challenged or behaviourally disordered students or other designated students in a class or classroom.
- Monitors, observes and reports to the classroom teacher on student progress and, when possible, participates in team meetings regarding student progress.
- Supervises students, at times in the temporary absence of the professional staff.
- Adapts and/or modifies classroom and curriculum materials to meet student and/or group specific needs as directed.
- Assists students in developing problem solving, socialization and peer interaction skills.

Duties Continued:

- Assists with the implementation of behaviour modification techniques/conflict resolution strategies, problem solving models and assists with general classroom management.
- Assists with assessment of student's progress by compiling information regarding behaviour and recording individual progress, e.g. journals, observation sheets, as required.
- Works with parents, health care professionals and district staff under the direction of the teacher.
- Prepares and gathers a variety of materials, equipment and supplies as directed by the classroom teacher, e.g. worksheets, handouts, flash cards, charts, etc.
- Assists the teacher in the preparation of Individual Educational Plans.
- Carries out any or all duties under the classification of Supervision Assistant, as required.
- Reads to students or listens to students read; encourages students with work tasks; reinforces overall teacher expectations of students.
- Prepares classroom displays, bulletin boards.
- Operates standard office and classroom equipment; e.g. photocopier, A.V. equipment, computer.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS)/Globally Harmonized System (GHS) and WorkSafeBC BC safety procedures.
- May be required to perform other related duties as assigned.

QUALIFICATIONS:

- Grade 12 graduation or the equivalent
- Certification as a Special Education Teacher Assistant through an approved education program
- Specialized training or experience specific to the needs of the identified students (e.g. Braille, augmentive communication systems, interpersonal skills training, etc.)
- Conflict resolution training
- Basic first aid course
- Fundamental knowledge of computers
- Physical capability to perform the job duties

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)


Secretary Treasurer

Dec 20, 2012
Date

On behalf of:
C.U.P.E. Local 801


President

January 14th, 2013
Date



School District No. 46 (Sunshine Coast)

Job Description #CL-08

ABORIGINAL SUPPORT WORKER

Location: All

SUMMARY:

Under the direction and instructional supervision of the teacher and the supervision and evaluation of the District Principal of Indigenous Learning and the school Principal, provides assistance in the delivery of regular or alternate programs of study with a group or individual First Nations students and provides assistance with home-school communication.

DUTIES:

- Acts as a positive First Nations role model for students and promotes pride in shíshálh and all Indigenous cultures as well as respect for all people and cultures.
- Maintains regular records for the maintenance of Indigenous Learning programs and services as it relates to assigned duties.
- Works with parents, district staff and the shíshálh Education Department under the direction of the teacher, the Aboriginal Education Teacher, the school Principal and/or the District Principal of Indigenous Learning.
- Assists shíshálh students in developing positive academic, problem-solving, socialization and self-regulation skills.
- Assists with the implementation of inclusion goals behaviour modification techniques/conflict resolution strategies, problem solving models and assists with general classroom management.
- Assists with home-school communication regarding student progress and support.
- Supervises students, at times in the temporary absence of professional staff.
- Prepares and gathers classroom and curriculum materials to meet student and/or group specific needs as directed by the teacher.
- Provides medical care to designated student(s) as directed by health professionals (e.g. administering medication, monitoring for seizure severity, record keeping, etc.) where the consequences for error are not life threatening.
- With respect for confidentiality, communicates information that will assist teachers and administration in supporting shíshálh students with academic, social, emotional or self-regulation needs.

- Monitors, observes and reports to the classroom teacher on student progress, and when appropriate, participates in team meetings regarding progress and placements of shíshálh students where required.
- Carries out any or all duties under the classification of Supervision Assistant, as required.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS)/Globally Harmonized System (GHS) and WorkSafe BC safety procedures.
- May be required to perform other related duties as assigned.

QUALIFICATIONS:

- Grade 12 graduation or the equivalent
- Certification as an Education Assistant through an approved education program
- Non-violent Crisis Intervention Training
- Basic first aid course (current certification)
- Demonstrated ability to learn and successfully use new technology
- A minimum of three months current experience working with Aboriginal students
- Detailed working knowledge of shíshálh history, culture, traditions, and community


Preference will be given to qualified candidates with Aboriginal ancestry and intimate knowledge of the shíshálh nations language and culture.


N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

On behalf of:
C.U.P.E. Local 801

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Date

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President
5/20/2020 | 12:34 PM PDT
Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #CL-09

CAFETERIA TEACHING ASSISTANT

Location: All

SUMMARY:

Under the direction and instructional supervision of the teacher, and the supervision and evaluation of the Administrative Officer(s), assists in the delivery of a cafeteria program with students.

DUTIES:

- Performs general cafeteria duties such as planning menus, preparing and selling food, washing dishes, and cleaning equipment.
- Shops for, orders, picks up, receives and stores food and supplies.
- Operates equipment such as meat slicers, ovens and mixers and ensures that equipment is maintained in good working order.
- Maintains the cafeteria in an aesthetically pleasing manner.
- Participates in organizational meetings and assists in carrying out the recommendations of the team.
- Assists in the training of students who are part of the Cafeteria program.
- Carries out any or all duties under the classification of Supervision Assistant, as required.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 education or the equivalent
- Completion of a Culinary Arts Apprenticeship Program from an approved college or vocational institution or equivalent
- Valid Food Safe certificate
- Valid basic first aid course

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:

School District No. 46 (Sunshine Coast)

Secretary-Treasurer

Date

On behalf of:

C.U.P.E. Local 801

President

Date

March 14, 2002



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #CL-10

STRONG START PROGRAM WORKER

Location: District

SUMMARY:

Under the direction and supervision of the District Principal of Learning and Innovation, assists in the delivery of the Strong Start Family Centre program. The focus of the program is to engage parents and/or caregivers and their children in activities that concentrate on key aspects of family literacy, numeracy, parent support and education, stages of early childhood development and community resource sharing. Knowledge of Early Childhood Education is essential to this position.

DUTIES:

- Assists in the implementation of the Strong Start program.
- Prepares a variety of participant-oriented activities and ensures that the activities available for the children reflect the stages of child development and encourage creativity and language development.
- Creates and posts daily schedules for the program.
- Establishes positive working relationships with the community and partners, and positive connections with other service providers in the community.
- Establishes connections with teachers, support staff workers and administrative officers in the district's schools to facilitate a smooth transition for families into the formal school system.
- Uses verbal and written communication to interact with parents and/or caregivers and school personnel.
- Provides current information on early learning opportunities in the community.
- Is culturally sensitive, creative and resourceful to address the individual needs of the program participants.
- Participates in meetings and training sessions as necessary.
- Maintains the arts and crafts, equipment, materials, and nutrition supplies.
- Maintains daily statistics about client contact.
- Records monthly statistics in required report forms for the District and the Ministry.
- Understands and works within District and Ministries policies and procedures.
- Performs all duties with a level of interpersonal skills appropriate to the position.

- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS), Globally Harmonized System (GHS) and WorkSafe BC safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:


- Early Childhood Education Certificate
- A Community Care Facilities Branch B.C. License to Practice
- A minimum of 5 years recent experience in a related field (e.g., Early Childhood, Social Work, Community Development), including experience working with children from birth to age 5 and their families in a facilitative role
- Valid Child Safe first aid certificate


N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

On behalf of:
C.U.P.E. Local 801

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5/20/2020 | 12:46 PM PDT
Date

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President
5/20/2020 | 12:34 PM PDT
Date

Approved: January 21, 2010
Review: March 10, 2020



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #CL-11

THERAPIST ASSISTANT

Location: District

SUMMARY:

Duties are performed under the direction, supervision and evaluation of the Director of Instruction responsible for Student Support Services. The Speech-Language Pathologist, the Occupational Therapist and/or the Physical Therapist delineate intervention programs for students with a variety of challenges such as health, mobility issues, speech, language, cognitive and mental; the Therapist Assistant assists in the delivery of the programs.

DUTIES:

- Assists the Therapists in supporting Teachers and Education Assistants in the delivery of specific and targeted educational intervention strategies for students by:
 - a. Preparing a variety of materials and supports for implementation of therapy interventions including visual schedules, social stories, etc. using applicable district software.
 - b. Preparing and programming augmentative communication devices including both low technologies such as Picture Symbols and diverse high technology devices (e.g. Dynavox and Prenke Rocich).
 - c. Providing specific training to students (both in groups and individually), teachers and support persons in a variety of mobility, communication, self-care, work and leisure activities.
- Applies strategies and provides guidance that enables students to develop, maintain or restore physical, psychosocial, cognitive and/or communication skills according to the student's IEP.
- Observes students and reports to the Therapist and student's team on services delivered and student progress.
- Adjusts mobility devices such as wheelchairs, walkers, and lifts to specifically fit the student.
- Provides administrative and operational support to the therapy service such as managing and maintaining therapy supplies and equipment inventory and treatment information, manufacturing (e.g. sewing a fabric pocket for wheelchair to carry books, etc.) and assembling special equipment.

- Works collaboratively with Therapists and schools (including teachers, support staff workers, principals), and district-based partners.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) / Globally Harmonized System (GHS) and WorkSafe BC.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 graduation or the equivalent
- Rehabilitation Assistant Diploma from an approved college or vocational institution or equivalent
- Valid first aid certificate

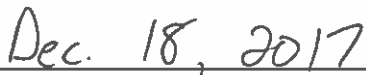
N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)




Secretary Treasurer

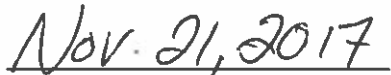


Date

On behalf of:
C.U.P.E. Local 801



President



Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #CL-12

STRONGSTART OUTREACH PROGRAM WORKER

Location: District

SUMMARY:

Under the direction and instructional supervision of the Early Learning Coordinator and the supervision and evaluation of the Principal of Student Support Services, assists in the delivery of the StrongStart Family Centre program. The focus of the program is to engage parents and/or caregivers and their children in activities that concentrate on key aspects of family literacy, numeracy, parent support and education, stages of early childhood development and community resource sharing. The Outreach program makes use of a small converted bus as a mobile classroom, which enables the program to be delivered to rural areas throughout the District. Knowledge of Early Childhood Education is essential to this position.

DUTIES:

- Assists in the implementation of the StrongStart mobile outreach program. The outreach program delivery model is a mobile classroom that travels throughout the district and the program worker will be responsible for driving the vehicle to pre-determined locations.
- Prepares a variety of participant-oriented activities and ensures that the activities available for the children reflect the stages of child development and encourages creativity and language development.
- Creates and posts daily schedules for the program.
- Establishes positive working relationships with the community and partners, and positive connections with other service providers in the community.
- Establishes connections with teachers, support staff workers and principals in the district's schools to facilitate a smooth transition for families into the formal school system.
- Uses verbal and written communication to interact with parents and/or caregivers and school personnel.
- Provides current information on early learning opportunities in the community.
- Is culturally sensitive, creative and resourceful to address the individual needs of the program participants.

- Participates in meetings and training sessions as necessary.
- Maintains and ensures safe storage of the arts and crafts, equipment, materials, and nutrition supplies.
- Maintains daily statistics about client contact.
- Records monthly and quarterly statistics in required report forms for the District and the Ministry.
- Understands and works within District and Ministries policies and procedures.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS), Globally Harmonized System (GHS) and WorkSafe BC safety procedures.
- May be required to perform other job related duties as assigned.


QUALIFICATIONS:

- Grade 12 education, or the equivalent, or significant related work experience

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

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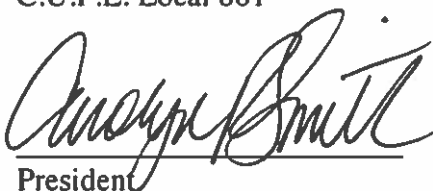
On behalf of:
School District No. 46 (Sunshine Coast)



Secretary-Treasurer
Feb 12, 2013

Date

On behalf of:
C.U.P.E. Local 801



President
February 27/13

Date

Approved: February 4, 2013
Review:



School District No. 46 (Sunshine Coast)

Job Description #CL-13

INCLUSION SUPPORT EDUCATION ASSISTANT

Location: Student Support Services

SUMMARY:

Under the direction and instructional supervision of the Inclusion Support teacher and the supervision and evaluation of the Director of Instruction, provides support in the form of modelling and mentoring for classroom-based support staff in all schools. In addition, provides support for groups or individual students with complex and intensive behaviour using intervention strategies, behaviour management techniques, and problem solving.

DUTIES:

- Work with a multi-disciplinary team to provide strategies to support vulnerable students in the areas of behaviour management, anger management and social conflict, peer mediation, restitution, mental health, and individual education plans.
- Provide support for classroom-based support staff by providing feedback, modelling and demonstration of effective strategies for working with intensive behaviour students.
- Provide mentoring to classroom-based support staff on the assessment and documentation of students' progress through the compilation of information regarding behaviour and recording individual progress, e.g. journals, observation sheets, as required.
- Assists the Inclusion Support teacher and/or other teachers in the preparation of Individual Educational Plans.
- Assists students in developing problem solving, socialization and peer interaction skills.
- Supervises students, at times in the temporary absence of professional staff.
- Conduct/participate in numerous school-based team, parent, and inter-ministerial care meetings.
- Contribute to maintaining necessary records and documentation.
- Travel to all school sites in the district as required.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.

- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS)/Globally Harmonized System (GHS) and WorkSafeBC BC safety procedures.
- May be required to perform other related duties as assigned.


QUALIFICATIONS:

- Grade 12 graduation or the equivalent
- Certification as a Special Education Teacher Assistant through an approved education program
- Applied Behaviour Analysis Training and one course related to Behaviour Management Strategies/Interventions for children/youth
- Demonstrated ability to model and implement effective behavioural management strategies in the classroom and school setting
- Experience with students with significant behavioral social and emotional challenges, significant mental illness, poverty, addictions, giftedness, learning disabilities
- Minimum of five (5) years of experience working with children/youth
- CPI Training and Basic First Aid Course
- Experience with technology supporting curriculum

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)



Secretary Treasurer

Feb 23, 2023

Date

On behalf of:
C.U.P.E. Local 801



President

March 8, 2023

Date



School District No. 46 (Sunshine Coast)

DRAFT JOB DESCRIPTION #CL-14

Early Childhood Educator

Location: All

SUMMARY:

Under the direction and supervision of the District Principal or designate, the Early Childhood Educator leads before/after school care and works collaboratively with the kindergarten teacher in facilitating the seamless day for kindergarten and primary students. Knowledge of early childhood education is essential to this position.

DUTIES:

- Assists in providing a classroom environment that fosters the seamless transition between before/after school care and the kindergarten/primary classroom.
- Plan, coordinate and lead a quality before/after school care program for students.
- Establishes positive working relationships with community partners and school staff.
- Uses verbal and written communication to interact with parents and/or caregivers and school personnel.
- Maintains the equipment, supplies and materials.
- Assists in budget preparation and purchase and maintenance of supplies and materials;
- Maintains daily, monthly and quarterly statistics and reports;
- Attends district, community, regional and provincial meetings as requested;
- Communicates positively and effectively, and interact as a collaborative and consultative team member;
- Understands and acts in accordance with school and district and education and child care ministry policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
- May be required to perform other duties as assigned.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) / Globally Harmonized System (GHS) and WorkSafe BC

QUALIFICATIONS:

- Grade 12 graduation or the equivalent
- Early Childhood Education certificate or evidence of significant coursework in process
- Valid BC Early Childhood Educator License to Practice; or has significant coursework completed towards licensing and the expectation of receiving license within 6 – 12 months
- Valid Childsafe first aid certificate
- A minimum of 3 years of experience as an Early Childhood Educator in a licensed setting including experience working with children from birth to age 5 and experience in an after school care program.
- Demonstrated knowledge of the Ministry of Education’s Early Learning Framework
- Experience creating, organizing, planning and budgeting for an early learning program
- Demonstrated evidence of excellent communication skills in verbal, written and electronic format

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

On behalf of:
C.U.P.E. Local 801

Secretary Treasurer

President

Date

Date



School District No. 46 (Sunshine Coast)

Job Description #CL-16 (DRAFT)

EDUCATION ASSISTANT III

Location: All

SUMMARY:

Under the direction and instructional supervision of the teacher and/or Inclusion Support teacher and the supervision and evaluation of the Principal, provides assistance in the delivery of regular or alternate programs of study with a group or individual students, to assist teacher and other professionals to carry out their work with identified students.

DUTIES:

- Gives close continuous supervision on an individual basis within the following categories:
 1. physically dependent with multiple needs (i.e., the student requires assistance at all times for feeding, dressing, toileting, mobility, personal hygiene and monitoring blood sugar).
 2. intensive behaviour intervention (i.e., the student consistently/persistently demonstrates extremely disruptive, antisocial behaviour and/or demonstrates profound withdrawal or internalizing behaviours which may be of danger to self and/or others).
- Provides personal assistance to students with physical handicaps in mobility, toileting, feeding, grooming, dressing and with gross motor skills programs and activities.
- Implements program after consultation with occupational/physical therapist.
- Transports and supervises students to/at various locations, e.g. community recreation activities, and field trips
- Attends to the physical safety of students ensuring emergency equipment and procedures are present, current and functional.
- Operates, adjusts and assists with specialized equipment e.g. speech computer programs, personal communicator, light pointer, Life Skills equipment, wheel chairs.
- Provides medical care to designated students as directed by health professionals (e.g. administering medication, monitoring for seizure severity, record keeping, etc.) where the consequences for error could be life threatening.
- Communicates with students using sign language, Braille or other specialized skills as required.
- Assists in the implementation of the instructional program for learning disabled, intellectually challenged or behaviourally disordered students or other designated students in a class.
- Monitors, observes and reports to the classroom teacher on student progress and, when possible, participates in team meetings regarding student progress.
- Supervises students, at times in the temporary absence of the professional staff.
- Adapts and/or modifies classroom and curriculum materials to meet student and/or group specific needs as directed.

Duties continued:

- Assists students in developing problem solving, socialization and peer interaction skills.
- Assists with the implementation of behaviour modification techniques/conflict resolution strategies, problem solving models and assists with general classroom management.
- Assists with assessment of student's progress by compiling information regarding behaviour and recording individual progress, e.g., journals, observation sheets, as required.
- Works with parents, health care professionals and district staff under the direction of the teacher.
- Prepares and gathers a variety of materials, equipment and supplies as directed by the classroom teacher, e.g., worksheets, handouts, flash cards, charts, etc.
- Assists the teacher in the preparation of Individual Educational Plans.
- Carries out any or all duties under the classification of Supervision Assistant, as required.
- Reads to students or listens to students read; encourages students with work tasks; reinforces overall teacher expectations of students.
- Prepares classroom displays, bulletin boards.
- Operates standard office and classroom equipment; eg. photocopier, AV equipment, computer.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS)/Globally Harmonized System (GHS) and WorkSafeBC BC safety procedures.
- May be required to perform other related duties as assigned.

QUALIFICATIONS:

- Grade 12 graduation or the equivalent
- Certification as an Education Assistant through an approved education program
- Specialized training or experience specific to the needs of the identified students (e.g., Braille, augmentive communication systems, Autism/ABA, etc.)
- Non-violent Crisis Intervention (CPI) training
- Basic first aid course
- Class 5 Drivers License
- Fundamental knowledge of computers
- Physical capability to perform the job duties

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

On behalf of:
C.U.P.E. Local 801

Secretary Treasurer

President

Date

Date



School District No. 46 (Sunshine Coast)

Job Description #CL-17 (DRAFT)

Safe Schools Liaison

Location: All

SUMMARY:

Under the direction, supervision and evaluation of the Principal, provides assistance with supervision and regulation of individual and/or groups of students using skillful prevention and intervention techniques, including but not limited to conflict resolution and restitution. Work includes responding to inappropriate student behaviour and helping to identify potential safety and security concerns.

DUTIES:

- Monitors student activity by patrolling the interior and exterior of school facility as necessary.
- Develops a rapport with students, staff and other members of the school community through positive interaction and effective communication to assist with identification of potential safety and security concerns.
- Intervenes where safe to do so, when student activities are inappropriate and reports situations requiring follow up.
- Utilizes conflict resolution, restitution and diffusing techniques to assist students in developing problem solving, socialization and peer interaction skills.
- Assists administrators with the identification and observation of activities and trends in the school, which may pose potential risks to the safety and security of students, staff, visitors and the facility. Reports and documents these safety and security concerns for administration.
- Assists administrators, as necessary, in the development of positive, proactive and/or reactive strategies to ensure schools remain safe and secure places for all students and staff.
- Liaises with teachers and other school personnel, and parents/guardians.
- Transports students to various locations, e.g., to/from home, community agencies.
- Carries out any or all duties under the classification of Supervision Assistant, as required.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS)/Globally Harmonized System (GHS) and WorkSafeBC BC safety procedures.
- May be required to perform other related duties as assigned.

QUALIFICATIONS:

- Grade 12 graduation or the equivalent
- Conflict Resolution and Restorative Justice training
- Minimum of two years of experience working with youth
- Basic first aid course (current)
- CPI training (current)
- Class 5 Drivers License
- Physical capability to perform the job duties

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

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School District No. 46 (Sunshine Coast)

DRAFT Job Description #CL-19

CULTURAL KNOWLEDGE KEEPER

Location: All

SUMMARY:

Under the direction and supervision of the District Principal of Indigenous Learning works as part of the District Indigenous learning team to share and promote Indigenous cultural knowledge with students and staff in all elementary and secondary schools, including in alternative and outdoor settings.

DUTIES:

- Acts as a positive Indigenous role model for students and promotes pride in all Indigenous cultures as well as respect for all people and cultures.
- As part of the Indigenous Learning team, offers cultural experiences to students including activities such as food gathering/harvesting/preparation, cultural arts, Traditional Ecological Knowledge, survival skills, etc.
- Maintains a daily journal of observations and the services provided to Indigenous students.
- Supervises students, at times in the temporary absence of other professional staff.
- Carries out any or all duties under the classification of Supervision Assistant, as required.
- Promotes staff awareness and understanding of cultural differences and events, enhancing the ability of teachers and support staff to meet the educational needs of Indigenous children and youth.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS)/Globally Harmonized System (GHS) and WorkSafe BC safety procedures.
- May be required to perform other related duties as assigned.

QUALIFICATIONS:

- Grade 12 graduation or the equivalent
- Extensive working knowledge of BC First Nations, Metis and/or Inuit history, culture, traditions, and community
- Food Safe Certification
- Physical capability of performing job duties (e.g. Launch and steer big canoes, stripping cedar, hiking, etc.)
- A minimum of three months current experience working with Indigenous students

Preference will be given to qualified candidates with Indigenous ancestry and intimate knowledge of First Nations, Metis and/or Inuit language and culture.

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

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School District No. 46 (Sunshine Coast)

DRAFT Job Description #CL-18

INDIGENOUS YOUTH SUPPORT WORKER

Location: All

SUMMARY:

Under the direction and supervision of the District Principal of Indigenous Learning works as part of the District Indigenous learning team to provide support and advocacy for Indigenous students in both elementary and secondary schools, including alternative and outdoor settings. Provides assistance in the delivery of regular or alternate programs of study with a group or individual First Nations students and provides assistance with home-school communication.

DUTIES:

- Acts as a positive Indigenous role model for students and promotes pride in all Indigenous cultures as well as respect for all people and cultures.
- Assists Indigenous students in developing positive academic, problem-solving, socialization and self-regulation skills as well as responding to emergent crises.
- Supports Indigenous students and families along with school teams in collaboratively exploring restorative and culturally sensitive behavioural response strategies and interventions.
- Promotes an awareness and understanding of the school system for Indigenous parents, grandparents and/or caretakers, which may include occasional off-site connections with families and community.
- Promotes staff awareness and understanding of cultural differences and events, enhancing the ability of teachers and support staff to meet the educational needs of Indigenous children and youth.
- Liaises with interdisciplinary district teams and, if needed, external and government agencies such as Community Services, Public Health, MCFD or CYMH in matters of student welfare.
- Maintains a daily journal of observations and the services provided to Indigenous students.
- Supervises students, at times in the temporary absence of other professional staff.
- Carries out any or all duties under the classification of Supervision Assistant, as required.
- Performs all duties with a level of interpersonal skills appropriate to the position.

- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS)/Globally Harmonized System (GHS) and WorkSafe BC safety procedures.
- May be required to perform other related duties as assigned.

QUALIFICATIONS:

- Grade 12 graduation or the equivalent
- Certification in Child and Youth Care through an approved college, vocational institute or other post-secondary program or an equivalent combination of relevant certification and experience. Training and certification with a focus on Indigenous Education is preferred.
- Non-violent Crisis Intervention Training
- Basic first aid course (current certification)
- Demonstrated ability to learn and successfully use new technology
- A minimum of three months current experience working with Indigenous students
- Working knowledge of BC First Nations, Metis and/or Inuit history, culture, traditions, and community

Preference will be given to qualified candidates with Indigenous ancestry and intimate knowledge of First Nations, Metis and/or Inuit language and culture.

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

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