



## **School District No. 46 (Sunshine Coast)**

Draft 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)

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

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Secretary Treasurer

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President

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Date

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Date