

SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION

TITLE: Education Assistant
LOCATION: All Schools
REPORTS TO: School Principal
DATE: July 2021

SUMMARY

Provide support services to special education students in a classroom or school, to enable them to fully participate in instructional programs using available resources and learning materials. Participate as a member of the school based team for the assigned student.

DUTIES

Working under the direction of the Director of Student Support Services, School Administrators and Teachers, duties include but are not limited to:

1. Supervise and assist students to meet the Learning Outcomes as described in their Individual Education Plans (IEP).
2. Implement proactive behavioural strategies to diffuse potentially volatile situations using Non-Violent Crises Intervention procedures. Use other techniques to shape/modify behaviour of students who exhibit noncompliance or disruptive behaviour.
3. Attend to student's medical response plans.
4. Help children into and out of wheelchairs, buses and cars.
5. Assist the students with acquisitions of social and academic skills across all areas of the educational environment.
6. Lift students into and out of wheelchairs, buses and cars; work with them in a swimming pool, gymnastics, and on the playground.
7. Assist with implementation of programs and follow physical care guidelines as designed by Occupational and/or Physical Therapists, Teacher of the Visually Impaired, and other outside agency support teams.
8. Maintain notes of student progress and activities.
9. On occasion attend to student's personal care and medical needs as necessary.
10. Assist in general supervision of all students in the school and on the school grounds.
11. Report any possible health problems to the teacher and/or parent and assist with first aid treatment when required.
12. May drive students in district vehicles, and where requested may drive students in personal vehicles
13. Other duties as assigned.

QUALIFICATIONS

1. Regular Grade 12 graduation, and completion of the Human Services Worker program or an equivalent combination of experience and training that includes coursework such as; anger/behaviour management, child/youth/adolescent psychology, abnormal psychology, counseling, communication disorders, augmentation communication, autism, orientation/mobility.
2. A strong motivation to work with children.
3. Ability to build trusting relationships with students.
4. Ability to maintain the standard of discipline consistent with the policies and practices of the school and class as outlined by the Principal, Teachers and Parents.
5. Ability to operate computers and relevant office equipment.
6. Ability to implement effective behaviour management strategies to apply to a variety of student behavioural dysfunctions in all school activities.
7. Current Childsafe First Aid, Non-Violent Crisis Intervention (NVC), and Autism Certificate.
8. Physical ability to perform assigned duties.

SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION

TITLE: Personal Attendant
LOCATION: Assigned Schools
REPORTS TO: School Principal
DATE: July 2021

SUMMARY

Provide support services to specific students, to enable them to fully participate in instructional programs using available resources and learning materials. Participate as a member of the school-based team for the assigned students.

DUTIES

Under the direction of the School Principal, the Director of Student Support Services, classroom teacher and/or district specialists:

1. Supervise and assist students to meet the Learning Outcomes as described in their Individual Educational Plans (IEP).
2. Assist with personal hygiene, grooming and toileting male and female students ranging in age from five to twenty years old.
3. Help students with mobility; guide students about the school; assist with dressing and feeding.
4. Lift students into and out of wheelchairs, buses and cars; work with them in a swimming pool, gymnastics, and on the playground.
5. Assist with implementation of programs and follow physical care guidelines as designed by Occupational and/or Physical Therapists, Teacher of the Visually Impaired, and other outside agency support teams.
6. Assist in general supervision of all students in the school and on the school grounds.
7. Be aware of and report any possible physical, emotional, or mental health problems to the teacher and assist with first aid treatment when required. May be required to administer medication following doctor's orders and school district policy. May be required to advise parents of student's illness and arrange pick-up or provide transportation to student's home.
8. Maintain notes of student progress and activities.
9. Assist with other duties as assigned by school Administrator and/or Director of Student Support Services.

QUALIFICATIONS

1. Regular Grade 12 graduation, and completion of the Human Services Worker program or an equivalent combination of recent experience and training that includes coursework such as; child/youth/adolescent psychology, abnormal psychology, counseling, anger/behaviour management techniques, communication disorders, augmentative communication, autism, orientation/mobility.
2. For some assignments, the Personal Attendant will be required to have completed specific

course work. Examples include particular medical training and knowledge of specific medical procedures, autism augmentative communication systems, cerebral palsy, spina bifida and deaf/blind intervention strategies.

3. A strong motivation to work with children.
4. Ability to build trusting relationships with students.
5. Ability to maintain the standard of discipline consistent with the policies and practices of the school and class as outlined by the Principal and Teachers.
6. Ability to operate computers and relevant office equipment.
7. Current Childsafe First Aid, Non-Violent Crisis Intervention (NVCI), and Autism Certificate.
8. Physical ability to perform assigned duties.

SCHOOL DISTRICT 70 PACIFIC RIM

JOB DESCRIPTION

Title: Speech Language Pathologist Assistant
Section: Student Services
Reports To: Director of Student Services
Date: February 2021

Summary

Provide speech and language support to students with communicative disorders. Participate as a member of the school-based team for the assigned students in the Alberni Valley and West Coast.

Duties

Under the direction of the School Principal, Director of Student Services, classroom teacher and Speech-Language Pathologist:

1. Supervise and assist students to meet the goals and objectives as outlined in the students' Individual Educational Plans (IEPs).
2. Provide communication support to students who have speech and/or language delays/disorders.
3. Assist with implementation and programming of Alternate Augmentative Communication Systems (AAC).
4. Utilize behavioral techniques for students who exhibit inappropriate/antisocial behavior due to communication challenges.
5. Support students who are deaf or hard of hearing and assist with monitoring the students' hearing devices.
6. Maintain detailed progress notes of students' performance during the individual or group session.
7. Support the students' speech-language and/or educational needs with materials provided by the Speech-Language Pathologist/Classroom teacher.
8. Assist in general supervision of all students in the school and on the school grounds.
9. Assist with other duties assigned by the Director of Student Support Services, Principal, Speech-Language Pathologist, Teacher of the Deaf and Hard of Hearing, or Classroom Teacher.

Qualifications

1. Grade 12 graduation in an academic program.
2. Completion of a Speech and Language Diploma.
3. A strong motivation to work with students with special needs.
4. Organizational skills.
5. Ability to work collaboratively with specialists, teachers, parents, and outside agencies.
6. Working knowledge of computer hardware and knowledge of current software provided for students requiring AAC support.
7. Basic signing ability.

8. Ability to troubleshoot hearing aid devices.
9. Level I First Aid and CPR.
10. A valid BC Driver's License.

SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION

TITLE: Youth Care Worker
LOCATION: Assigned Schools
REPORTS TO: School Principal
DATE: July 2021

SUMMARY

Supervise and provide services to children and adolescents who face a variety of emotional, behavioural or physical problems, enabling them to participate in instructional programs.

Provide behaviour and emotional management programs to individuals or groups of students. Youth Care Workers focus on self-regulation for behaviour, social and emotional development with attention to communication and facilitate supportive community links for students.

Participate as a member of the school problem solving team for the assigned students.

DUTIES

Under the direction of the Director of Student Support Services, School Administrators and teachers, duties include but are not limited to:

1. Monitor and assist students to meet the Learning Outcomes as described in their Individual Educational Plans (IEP) or identified goal areas in a learning plan.
2. Provide intervention, coaching and monitoring guidance for adolescents with self-regulation, communication, behaviour and social challenges.
3. Implement proactive behavioural strategies to diffuse potentially volatile situations using Non-Violent Crisis Intervention procedures.
4. Assist with implementation of plans and follow care guidelines as designed by counselors, mental health clinicians, psychologists, psychiatrists and other professionals.
5. Liaise with outside agency personnel in order to facilitate support for adolescents. Assist students to locate and access community support services.
6. Support students to be successful at work experience, life skills placements, recreation activities and field trips.
7. Under the direction of professional staff, monitor student attendance, visit homes and support students' return to classes and engagement with school.
8. Facilitate individual and group discussions with students on topics of physical, emotional and social well-being.
9. Assist in general supervision of all students both on and off school grounds.
10. Maintain notes of student progress and activities.
11. Report any possible health problems to the supervisor and assist with first aid treatment when required.
12. Drive students in district and personal vehicles.
13. Other duties as assigned.

QUALIFICATIONS

1. Regular Grade 12 graduation and completion of a current recognized 2 year post-secondary program (i.e. Social Services Diploma Program; Child Youth Care Workers program, or equivalent) including training and experience in behaviour management. In addition, the incumbent should have recent experience and training in areas such as; FASD, behavioural management techniques, social and emotional skills development. Must have a demonstrated knowledge of Aboriginal culture and experience working with Aboriginal people in an education setting.
2. Knowledge of local community service providers; resources and services.
3. Ability to operate computers and relevant office equipment.
4. Current Childsafe First Aid, Non-Violent Crisis Intervention (NVCI), and Autism Certificate.
5. A Class V license and may require a class IV license and/or skills in equipment use such as power-saw or recreation skills such as swimming, skiing etc.
6. Physical ability to perform assigned duties.

SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION

TITLE: StrongStart Coordinator
LOCATION: Assigned Schools
REPORTS TO: Early Learning Lead//Principal
DATE: July 2021

SUMMARY

Reporting to the School Principal and/or Early Learning Lead, the StrongStart Coordinator is responsible for establishing and operating the StrongStart program in accordance with Ministry of Education and School District 70 guidelines. The program concentrates on key aspects of family literacy, numeracy, parent support and education, stages of early childhood development and community resource sharing.

DUTIES

1. Set up and establish the Parenting and Family Centre.
2. Establish and post a daily schedule for the program with participant involvement.
3. Ensure that the activities available for the children reflect the stages of child development and encourage creativity and language development.
4. Plan and prepare active, participant oriented, circle times once or twice daily that involve stories, songs, puppets and props.
5. Make connections with service providers in the community and facilitate referrals for families where necessary.
6. Make connections with the school personnel to facilitate a smooth transition for families into the formal school system.
7. Attend Parent and family Centre Steering Committee meetings.
8. Participate in training sessions as necessary.
9. Attendance and registration as determined by Ministry of Education.

QUALIFICATIONS

1. A certificate, preferably a Diploma, in Early Childhood Education.
2. A Community Care Facilities Branch B.C. License to practice.
3. A valid Child Safe First Aid Certificate.
4. A clear Criminal Record Review, completed prior to hiring.
5. Experience in creating, planning, implementing and budgeting for a parent participation early learning program.
6. Strong verbal and written communication skills and interpersonal skills.
7. Good organizational and planning skills.

8. Ability to operate computers and relevant office equipment.
9. Thorough knowledge of spreadsheet and word processing software (MS Office).
10. An understanding of, and a commitment to, quality early learning.
11. Ability to work effectively with a variety of parents, children, volunteers, professionals, and community members.
12. Knowledge of child development, family dynamics, community resources and early learning.
13. A class 5 driver's license.
14. Such other qualifications, skills and abilities as may be required to meet Ministry requirements or terms of the StrongStart contract.

SCHOOL DISTRICT 70 – PACIFIC RIM

JOB DESCRIPTION

TITLE: Behaviour Intervention Coach
LOCATION: District
REPORTS TO: Director of Student Support Services
DATE: May 2014

SUMMARY

To work as a member of a multidisciplinary team that consults and supports schools in the assessment of severe behaviours, collaborating in determining interventions and providing direction and coaching in the implementation of behavioural strategies.

DUTIES

Under the direction of the Director of Student Support Services duties include, but are not limited to:

1. Interpreting reports, analysing data to understand behaviours and inform suitable interventions.
2. Recommending and supporting the implementation of ongoing, individually implemented social skills training and/or instruction in behavioural and learning strategies.
3. Recommending and supporting the implementation of a wide variety of environmental and behavioural adaptations to meet a range of needs.
4. Coaching staff to effectively implement behaviour strategies.
5. Completing Functional Behaviour Assessments and designing behaviour intervention plans.
6. Evaluating the efficacy of supports/interventions.
7. Provide training to staff on topics such as: Non-Violent Crisis Intervention (NVC), behaviour management, observational techniques/data gathering, supports for students with ASD, social skills instruction and other identified areas of need.
8. Participating as a member of interdisciplinary school and community teams to support student success.
9. Display a high degree of interpersonal skills in challenging situations; resolve conflict in emotional situations and work constructively with families and public agencies to support students and families where there is significant need.
10. Working flexible hours.
11. Other duties as assigned.

QUALIFICATIONS

1. A diploma in a recognised two year post-secondary program providing qualifications in understanding and intervening in a broad range of behaviours, including the special education of:
 - a. behaviours caused by FASD, Autism, Mental Health etc.,
 - b. conducting Functional Behaviour Assessments,
 - c. current autism intervention certification
2. Current certification as NVCII (CPI) trainer.
3. Demonstrated communication and collaborative skills in working with children, teachers, families and community service providers.
4. A minimum of two years' experience working in diverse settings implementing and coaching teams for behaviour intervention strategies.
5. A demonstrated ability to mentor and teach adults .
6. A demonstrated ability to work as a strong and effective member of a multi-disciplinary team.
7. A demonstrated ability to work with limited direction.
8. A minimum of two years' experience working as an Educational Assistant.

SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION

TITLE: Mental Health Worker
LOCATION: Assigned Schools
REPORTS TO: School Principal
DATE: October 2021

SUMMARY

Provide initial support to students experiencing mental health challenges as a result of personal trauma, generational trauma, anxiety or depression.

Support individuals and groups with strategies and techniques to support mental health challenges which may include substance misuse.

Liaise and support parents of students who are experiencing mental health challenges.

DUTIES

Under the direction of the Director of Inclusive Education and School Administrators; duties include but are not limited to:

14. Works primarily as a school-based child and youth advocate-liaison to maintain or re-connect youth and families to school
15. Provide youth and families with family-centered, strengths-based, needs-driven mental health support and coaching.
16. Support short term crisis intervention, management and coaching.
17. Working with students who have witnessed or experienced physical or sexual abuse.
18. Manage referrals for students and families to school and community supports.
19. Develop, manage and maintain the Pacific Rim Youth and Family Resource Directory.
20. Participates in School Based Teams as required.
21. Support and coach school age children and youth in care.
22. Coach staff in strategies to work with students who have experienced trauma.
23. Support the implementation of strategies to address student mental health.
24. Provides transportation of students as required.
25. Support teachers and counselling staff with resources as requested
13. Other duties as required

QUALIFICATIONS

1. Bachelor degree in Child and Youth Care or equivalent.
2. Coursework or training in supporting children experiencing or witnessing abuse.
3. Knowledge of local community service providers; resources and services and how to access these services.

4. Mental Health First Aid Certificate or equivalent.
5. Direct experience in providing service to indigenous youth who are experiencing mental health concerns.
6. Direct experience in working with youth who experience sexual abuse.
7. Child Safe First Aid, CPR, and Non-Violent Crises Intervention (CPI).
8. Knowledge of and ability to use Microsoft Office Suite.
9. A Class V BC driver's license.