

Applicants: – Please do not remove this posting – ask for a copy

SCHOOL DISTRICT No. 64 (GULF ISLANDS)

INTERNAL JOB POSTING

Position: Educational Assistant, Paraprofessional V
(Temporary, Ten-Month Payscale)

Location: District Itinerant

Qualifications: See job description attached.

Includes:

- Gender appropriate (female) for personal care
- Providing leadership in the design and implementation of individualized educational and behaviour management strategies for middle years students
- Working with students on receptive and expressive language skills, self-regulation, and safety strategies in multiple environments
- Training and experience developing and following strict protocols regarding communications and safety
- Supporting individual education plans in multiple environments

Hours of Work: Twenty-four (24) working hours per week (.7269 FTE). Schedule to be determined in consultation with Principal

Job Rate: \$25.13

Start Date: September 4, 2018

End Date: June 27, 2019

Closing Date: 4:00 p.m., Tuesday, July 3, 2018

Apply in writing to: Linda Underwood, Director of Instruction, Human Resources
School Board Office
c/o Dawne Fennell, Executive Assistant
Fax: 250-537-4200
Email: dfennell@sd64.bc.ca

Please apply in writing with an updated resume and supporting documentation that will ensure qualifications are met or exceeded for this position. Please indicate clearly in your cover letter the position and posting number to which you are applying.

**This is a union position with C.U.P.E., Local 788.
(APPLICATIONS WILL BE RECEIVED FROM MEMBERS ONLY)**

DATE RECEIVED _____ →

Successful applicant: _____

Please copy to:

- Posting Email Reps. (CUPE)
- School Board Office
- Payroll
- Personnel
- Job Posting Website

**June 27, 2018
(District Posting No. 05 [CUPE]) (2018/19)**

SCHOOL DISTRICT #64 (Gulf Islands)
Job Description
Educational Assistant – (Paraprofessional V: Support Services)

SUMMARY

Under the direction of a teacher and/or administrator provides specialized personal, medical and physiological care and assists with the delivery of instruction to students who may include those classified by the Ministry of Education as Multiple Handicapped, Autistic, Mentally Handicapped, Dependent, Deaf, or Blind.

DUTIES

- Participates and provides leadership in the design and implementation of individualized educational and behaviour management strategies.
- works collaboratively as a member of a team.
- attends team/parent/professional development meetings.
- compiles information and materials for team meetings.
- supervises students in all areas of the school program.
- operates all supportive equipment required to meet the student's needs.
- provides personal care and physical safety assistance to students as set in Ministry of Health Level II.
- constructs/locates/modifies instructional games/materials/displays/learning centres.
- provides guidance to relevant staff and other agencies in the implementation of specific learning programs.
- extends work assignment to the home of the special needs child(ren) where required,
- or performs other assigned comparable duties which are within the knowledge and skills required by the job description.

QUALIFICATIONS

- Grade 12.
- Two (2) years post secondary training, e.g. One Year Teacher's Assistant Certificate plus one full year of related studies with a specialty in the required area of expertise.
- Five (5) years related experience.
- In addition to those skills required by a Level IV Teacher Assistant.

SPECIALIZED skills in the following areas may be required:

- technical and non technical communication systems
- anger management
- conflict resolution
- non violent behaviour intervention
- students with Fetal Alcohol Syndrome
- students with Attention Deficit
- students with Intellectual Disabilities, including a life skills program
- students with Learning Disabilities
- Visual Language Interpreting

- Certified intervener
- Level II Health Care
- Braille
- Signed English
- American Sign Language
- Bachelor's Degree in Child and Youth Care

or one or more of the following Certified Specialized Skills:

- Visual Language Interpreting
- Certified Intervener
- Brailing, or

comparable certified special skills, or proven successful instruction of courses towards one year Teacher's Assistant Certificate or upgrading of Specialized skills as required by a Paraprofessional IV.


APPROVED

On behalf of:
School District #64 (Gulf Islands)



Date: June 22, 1999

On behalf of
C.U.P.E. Local 788



Date: June 23/99