

# School District No. 91 (Nechako Lakes)

## JOB DESCRIPTION

SPECIALTY SUPPORT – **PERSONAL ATTENDANT** – Visually Impaired

Rate of Pay: **Band # 8**

### **SUMMARY**

- Provides assistance to teachers and other professionals in the delivery of regular or alternate programs of study with a group of individual students.
- Functions as an advocate for students and as a collaborative member of the school-based team

### **DUTIES & RESPONSIBILITIES**

- takes direction from the professional teaching staff of the school and district teacher of the visually impaired
- assists primarily in the implementation of the instructional program for blind or visually impaired students who may have other learning and behavioral problems, and with other designated students in a class or classroom where required
- assists the student as needed in special skill areas such as, slate and stylus, abacus, orientation and mobility, concept development, organizational skills, and technology
- assists with the modification of classroom and curriculum materials as it relates to large print to meet student and/or group specific needs as directed
- assists student(s) in developing problem solving, socialization and peer interaction skills
- assists with the implementation of behaviour modification techniques/conflict resolution strategies, problem solving models and 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 in collaboration with parents, health care professionals, school and district staff and other agencies under the direction of the teacher and other related professionals, to foster and develop the individual student's potential
- provides personal assistance to students with physical handicaps in orientation and mobility, toileting, feeding, grooming, dressing and assists with gross and fine motor skills programs and activities where required
- attends to the physical safety of students
- reads to students or listens to students read; encourages students with work tasks, marks assignments, reinforces overall teacher expectations of students

### **QUALIFICATIONS**

#### **KNOWLEDGE**

- completion of Grade 12 (Dogwood Certificate)
- completion of an Education Assistant Certificate program
- BC Driver's License - Class 5 with an exemplary driving record as demonstrated by a current driver's abstract

#### **EXPERIENCE**

- six months of experience working with visually impaired children or adults

#### **SKILLS & ABILITIES**

- ability to perform work within authorized limits prescribed by supervisor and/or policy. Exercises independent judgment in selecting and interpreting information; reconciling deviations from standard methods and resolving problems.
- ability to communicate effectively, both orally or written, using courtesy, tact and discretion when dealing with or settle requests, complaints or clarification of information.
- specialized training or experience specific to the needs of the identified student(s) e.g. ESL/ESD; Aboriginal Education; working with adolescents if appropriate, etc.
- ability to adapt classroom learning tasks to the ability level of visually impaired learners
- working knowledge of behaviour management techniques, conflict resolution and task analysis techniques
- fundamental knowledge of computers
- physical capability to perform the job duties
- maintains the confidentiality of sensitive information seen or heard

Last Updated and JJEC Rated: January 29, 2009

**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.**