

# School District No. 91 (Nechako Lakes)

## JOB DESCRIPTION

### SPECIALTY SUPPORT – PERSONAL ATTENDANT – Intervenor

Rate of Pay: **Band # 10**

#### **SUMMARY**

- Provides assistance to student with deaf/blindness with factual non-distorted information about their environment.
- Provides assistance to the teaching professionals in the delivery of an education program to student with deaf/blindness.
- Functions as an advocate for students and as a collaborative member of the school-based team

#### **DUTIES & RESPONSIBILITIES**

- uses the total communication approach to facilitate communication between students with deaf/blindness, other students and staff by providing deaf/blind intervenor services in and out of the classroom, adjusting to the signing, education, and communication levels required.
- participates in team meetings regarding the progress and placement of students, when required
- assists deaf/blind students by providing information to facilitate their participation in their visual/oral world
- reinforces the educational program by adapting or modifying classroom materials to meet the specialized needs
- implements education support programs designed by professionals such as school based personnel, occupational therapists, district teacher of the deaf, deaf/blind outreach teacher
- utilizes a wide range of equipment including adaptive technology
- provides personal assistance to students with physical handicaps in orientation, mobility, toileting, feeding, grooming, dressing, administering medication
- attends to the physical safety of students
- assists with the modification of classroom and curriculum materials to meet student and/or group specific needs
- provides information to the teacher in the preparation of Individual Educational Programs and report cards
- works in collaboration and communicates with parents to inform of students' problems, requirements, progress
- works in collaboration with parents, health care professionals, school and district staff under the direction of the teacher and other related professionals, to foster and develop the individual student's potential
- assists student(s) in developing problem solving, socialization and peer interaction skills
- assists with assessment of student's progress by compiling information regarding behavior and recording individual progress, e.g. journals, observation sheets, as required

#### **QUALIFICATIONS**

##### **KNOWLEDGE**

- completion of Grade 12 (Dogwood Certificate)
- completion of Intervenor Diploma program
- BC driver's license - Class 5 Full Privileged and an exemplary driving record as demonstrated by a current driver's abstract

##### **EXPERIENCE**

- 6 months of experience working with children or youth with deaf/blindness

##### **SKILLS & ABILITIES**

- ability to perform work within authorized limits prescribed by supervisor and/or policy. Exercises independent judgement in selecting and interpreting information; reconciling deviations from standard methods and resolving problems.
- ability to communicate effectively, both orally and written, using tact and diplomacy when handling contacts of a difficult, specialized or sensitive nature.
- communicates with students using specialized skills as required such as another language and/or sign language
- fundamental knowledge of computer skills
- physical capability to perform the job duties
- maintains the confidentiality of sensitive information seen or heard

Last Updated and JJEC Rated: January 29, 2009

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.