

# School District No. 91 (Nechako Lakes)

## JOB DESCRIPTION

SPECIALTY SUPPORT – **PERSONAL ATTENDANT V** (Certified) Hearing Impaired

Rate of Pay: **Band #**

Location: **Schools**

### SUMMARY

- Provides assistance and support to the teachers and other professionals in the delivery of regular or alternate programs of study, with a group or individual, hearing impaired students.
- Functions as an advocate for students

### DUTIES & RESPONSIBILITIES

- takes direction from the professional staff of the school and the district teacher of the Hearing Impaired
- assists in the implementation of the instructional program for deaf or hearing impaired students, who may have other learning or behaviour problems, and with other designated students in the classroom
- operates equipment specific to the needs of hearing impaired students, and ensures proper functioning of hearing aids
- works with teachers, students, staff and other agencies, where required, to facilitate exchange of information between the hearing impaired and the hearing
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- functions as a collaborative member of the School-Based Team and participates in team meetings regarding progress and placement of students
- assists with the modification of classroom and curriculum materials to meet student and/or group specific needs
- assists student(s) in developing problem solving, socialization and peer interaction skills
- assists with the implementation of behavior modification techniques/conflict resolution strategies, problem solving models and general classroom management
- assists with assessment of student's progress by compiling information regarding behavior and recording individual progress, e.g. journals, observation sheets, as required
- prepares and gathers a variety of materials, equipment and supplies as needed by the classroom teacher
- assists the teacher in the preparation of Individual Educational Programs and report cards

### QUALIFICATIONS

#### **KNOWLEDGE**

- completion of Grade 12 (Dogwood Certificate)
- completion of a Special Education Teacher Assistant Certificate or completion of SD91 Educational Assistant Certificate Program (3 weeks)
- fundamental knowledge of computers

#### **EXPERIENCE**

- 18 months of experience working with children/youth experiencing intellectual/behavioral, academic or language culture-based difficulties plus 6 months of experience working with hearing impaired children or adults
- Valid B.C. Driver's License class 5 & an exemplary driving record as demonstrated by a current driver's abstract

#### **SKILLS & ABILITIES**

- ability to use initiative to determine, judge and select appropriate course of action within limits of established methods and procedures
- operates, adjusts and assists with specialized equipment e.g. speech computer programs, laptop computers, etc.
- working knowledge of behaviour management techniques, conflict resolution and task analysis techniques
- ability to use judgment to interpret, analyze and modify methods and procedures
- Tact and diplomacy are required when handling contacts of a difficult, specialized or sensitive nature, for the discussion and resolution of problems i.e. special education technology
- physical capability to perform the job duties

Implemented: April 1999

Revised: February 2007

**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.**