

**SCHOOL DISTRICT #22 (Vernon)
JOB DESCRIPTION**

Position: Education Assistant I – Basic Signing
Job No: 116A

POSITION SUMMARY: Under the supervision of the teacher/administrator, the incumbent will work in the classroom with deaf or hard of hearing student(s). American Sign Language is required. Other priorities might be determined by the school based team if appropriate. Supervisory duties may also include noon hour and bus supervision as required.

POSITION DUTIES AND RESPONSIBILITIES:

- Student assistance including assisting teacher by tutoring individual students or small groups, facilitate communication utilizing sign, Braille, etc., if required, and prepare and modify specialized teaching materials.
- Maintain student records including assisting in development of strategies to achieve academic, behavioural and social goals. Monitor and record student progress
- Student supervision including monitoring student behaviour to ensure safety of the student and preventing students from hurting others. Assist in minor first aid and complete required forms.
- Communicate with students, staff and others and provide information of a detailed or specialized nature. Encourage, secure cooperation and influence the students to achieve social, academic and behavioural goals.

REQUIRED EDUCATION AND EXPERIENCE:

- Six months of relevant training which includes recent Okanagan College Education Assistant certificate, or equivalent education, (e.g., similar to a 450 hour post-secondary EA program) including practicum experience or training in dealing with resistant students and conflict resolution.
- Background in signed communication and American Sign Language (ASL). Course work must be proficient at Level 3 ASLPI (ASL Proficiency Interview) or equivalent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of and sensitivity to deaf culture and understanding/knowledge of the specific learning needs of students with hearing loss.
- Proven ability to learn and successfully use new technology and to possess literacy, numeracy and English skills.
- Personal attributes required include strong interpersonal skills, demonstrated initiative, flexibility and good communication skills.
- Ability to maintain confidentiality.

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.

Approved and authorized by the Secretary-Treasurer or designate:

Signature:  _____

Date: May 12/2021

Revision May 2021