

SCHOOL DISTRICT No. 22 (Vernon) JOB DESCRIPTION

Position: Education Assistant Level 1 - Braille
Job No: 104D

POSITION SUMMARY: Under the supervision of the teacher/administrator, the incumbent will tutor students, modify and prepare specialized teaching materials, compile and update student records and monitor student behaviour. Supervisory duties may also include noon hour and bus supervision as required.

POSITION DUTIES AND RESPONSIBILITIES:

- Provide student assistance including assisting the 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 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.
- CNIB Braille Transcribers Certification.
- Possess and maintain Occupational First Aid Level 1 certification.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated ability to work with children or students who are visually impaired.
- Confirmed skill using a Braillewriter with accuracy and speed.
- Familiarity with current special education technology.
- Proven ability to learn and successfully use specialized technology necessary for performance of duties (Duxbury, Jaws, Scientific Braille-note, Breeze) and willingness to be involved in the continual upgrading of skills.
- Reinforce orientation and mobility techniques and Braille skills to develop student independence.
- Proven ability to develop rapport with students and work in a team setting.
- Personal attributes required include strong interpersonal skills, demonstrated initiative, flexibility, good communication skills.

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