#EA18-18 – Martin Morigeau Elementary School, TEMPORARY part-time (26 hrs/wk), General duties of EA include, implementation of adapted and/or modified curriculum methods and strategies, augmentative and alternative communication, providing personal care, understanding and supporting behavior, knowledge of specific disorders including learning disability, intellectual disability, FASDS, ASD, medical/health needs, mental health and addictions. An EA must respect the intrinsic worth of all individuals and belief in the dignity, individuality, and rights all persons with care values of empathy, respect, genuineness and warmth. **This position is effective immediately to June 29th, 2018.**

**Nature and Scope of Work**
An employee who is a member of a school or district team, and who participates in the development and delivery of support services to individuals or small group(s) of students under the supervision of a Teacher or Principal and in a manner that reflects the District’s policy regarding inclusion.

**Examples of Work**
Since the nature of employment for every Special Education Assistant varies with the unique needs of students, specific duties will be assigned by the Principal or District Administrator. These duties may include:

1. Participating in Individual Educational Planning, school based team meetings, parent meetings, Open Houses, etc., which are relevant to the student(s) with whom they are directly involved.
2. Providing instructional support, behavior management support and record keeping support (i.e. home/school communication book, journals, charting and observations, etc. as specified).
3. Assisting in modifying and adapting classroom materials.
4. With appropriate training, may assist with delivery of medical procedures, occupational therapy, physical therapy, and speech programs as prescribed by professionals.
5. May supervise students on school outings.
6. Assisting with development and maintenance of community work experience placements for students with identified special needs.
7. Assisting students with personal care needs (i.e. toileting, dressing, eating, mobility, communicating and facilitating participation in activities) as outlined by health professionals (i.e. OP, PT, Nursing Support Services).
8. Working with assistive technologies, including computers, peripherals and a variety of software applications (i.e. Board maker, Kurzweil, Clicker 5, Co-Writer, Dragon Naturally Speaking, Intellitools or others as identified by the school-based team).
9. Assisting students to be included in the school community.
10. Behaving in a manner that respects the sensitivity and confidentiality of all information related to staff and students.
11. Performs other duties as assigned.

**Required Knowledge, Abilities and Skills**

1. Demonstrates a genuine interest in and understanding of students.
2. Demonstrates initiative and the ability to work with limited supervision and/or within a complex team environment.
3. Demonstrates a high level of adaptability and responsibility.
4. Demonstrates effective interpersonal skills.
5. Maintains a flexible and co-operative manner.
6. Exhibits a mature and positive attitude and models appropriate behavior.
**Training and Experience**

1. High School Diploma or equivalent. Appropriate post-secondary training (i.e. Special Education Assistant Program or a diploma in counseling, social work, child care or education). Certified candidates will have completed a one year certificate of Education Assistant Program.
2. Successful experience working with students with special needs.
3. Additional training in supporting students with Autism or other specific special needs may be required.

**Licenses, Certificates or Registrations**

First Aid Certificate would be an asset.

**Rate of Pay**

As per the Collective Agreement 440

For further information please contact **Amanda Garand, Human Resources Manager**, hr@sd6.bc.ca

**Please submit a written application or letter of interest, along with your resume and two (2) references who have supervised you, quoting competition EA18-18 by Friday, June 29th, 2018 at 4:00 pm** to:

Human Resources  
School District No. 6 (Rocky Mountain)  
P.O. Box 430, Invermere, BC V0A 1K4  
(250) 342-9243 (tel) - hr@sd6.bc.ca