

POSITION DESCRIPTION- Level III

A. POSITION TITLE: Special Student Assistant	B. DEPARTMENT:
C. TITLE OF IMMEDIATE SUPERVISOR: Principal	D. TITLE OF IMMEDIATE SUBORDINATES:

POSITION SUMMARY

Reporting to the Principal/Superintendent through the teacher, provide instructional support and assist in identifying learning needs/programs for special students. Promote a learning climate and monitor student activities on school premises in accordance with the Board Policies. Acts as a primary resource for specialized program delivery.

TASK LIST

Task #	Description of Duties
1.	Carries out lesson plans, classroom routines and /or reinforces previously taught concepts as directed by the Teacher.
2.	Shares with the teacher and the other staff any observed physical, behavioural or intellectual progress, problems and future needs of the student(s) and participate in the daily program planning. May attend evaluation meetings.
3.	Assists in the identification and program development to improve a designated student's skill deficiencies. Implements approved program.
4.	Assists with record-keeping (e.g. anecdotal, checklists etc.) in a confidential manner.
5.	Monitors students as directed by the Teacher/Principal during learning activities, free play, gym, before and after school, recess and lunchtime, field trips, etc. and in any crisis situation.
6.	Prepared materials as required by the Teacher (e.g. supplies inventory, bulletin board, interest centers, play equipment, audio-visual equipment, computer applications, stencils, games etc.)
7.	May discuss student progress, problems or needs with the parent/legal guardian as directed.
8.	May assist student with personal care routines such as toileting, dressing, grooming, hygiene etc. to establish good health and life skills.
9.	May assist students with approved therapy including physio, ortho, audio and/or visual where required as well as feeding and/or mobilization of physically handicapped students(including lifting, positioning and arrival and departure to and from vehicles at the school.)
10.	Provide in-class and out-of-class crisis support and behaviour modification to designated student(s)

11.	Administers minor first aid and advises Principal of any accident.
12.	Attends professional development activities, workshops and in-service programs to maintain current awareness of developments in the field of education.
13.	Perform other related duties as assigned.

This is a fair and reasonable statement of the general duties and responsibilities of the position as they currently exist and it is understood that it is not intended to reflect all the duties inherent in the job.

_____ Employee Signature	_____ Date
Employee:	
_____ Supervisor Signature	_____ Date

Date/Revised Date: 02/14/2005