



STUDENT SUPPORT WORKER JOB DESCRIPTION

NAME:	SCHOOL:
-------	---------

This is a generic job description the intent of which is to provide employees with a description of 95% of their job duties with room for modification as needed to suit individual position variances. Modifications to the job description must be within the parameters of the classification description (see Classification Manual for classification description). Job descriptions will be reviewed by the employee and the administrator as necessary.

DUTIES AND RESPONSIBILITIES (Duties may be carried out on a one-to-one basis as well as with groups of students.)

- ☐ Promotes an atmosphere of mutual respect and appreciation for individual differences, all staff, students, families, and community members, regardless of race, ethnicity, culture, gender, faith, nation, or spoken language, within the school division.
- ☐ Promotes a welcoming, caring, respectful, and safe work environment.
- ☐ Problem solve and support student(s) who are experiencing behavioural, emotional, and social issues.
- ☐ Assesses students experiencing difficulties; recommends necessary interventions for student(s) who may be involved in abusive situations, who are suicidal, who are involved in family or peer conflicts or other serious issues. Provides follow-up and support to student(s) and parents or guardians.
- ☐ Provides support in the areas of social skills, conflict resolution and mediation, self-esteem, assertiveness, communications, study skills, goal setting, problem solving and anger and stress management.
- ☐ Develops a working relationship with all students. Welcomes new students and provides orientation.
- ☐ Provide orientation, support to students with registration, class changes and program choices.
- ☐ Observes and monitors behaviours and supports the implementation of behaviour strategies.
- ☐ Maintains appropriate documentation and ensures confidentiality at all times.
- ☐ Acts as a mediator when students are in conflict, provides conflict resolution support and guides student(s) through the process.
- ☐ Supports students who are experiencing behavioural, emotional and social issues.

- ☐ Leads and/or supervises student(s) in activities taking place in or out of the classroom setting; i.e., during co-curricular activities and outings.
- ☐ Monitors attendance and follows up on lates and absences by contacting parents/guardians.
- ☐ Participates in team meetings and advocates on behalf of the student(s). Ensures that teacher(s) and/or administrator(s) are informed of all serious issues and are updated on plans and follow-up.
- ☐ Makes home visits as required. Establishes and maintains open communications between the school and parents/guardians.
- ☐ Liaises with outside agencies, provides recommendations and assists with accessing services.
- ☐ Provides information and support to students transitioning between schools.
- ☐ Performs other related duties as required.

Employee Safety/Health Management:

- ☐ Understand my role as an employee as it relates to Occupational Health and Safety and comply with all legal requirements for safety and health, as they pertain to the workplace.
- ☐ Completes all Occupational Health and Safety training modules as provided by the Division.
- ☐ Reports hazardous conditions, near-misses and accidents both inside and outside the Division to ensure the safety of Division staff and community.
- ☐ Completes accurate and timely reporting of employee incident, accident and hazard reporting using Division-directed tools and procedures.

The preceding job description is a general outline of essential duties and responsibilities preformed by employees within this classification. The job description may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. Please note if duties and responsibilities change, the job description will be reviewed and is subject to change.

Other Comments or duties:

SIGNATURES:

ADMINISTRATOR

EMPLOYEE

DATE

DATE