



## LETHBRIDGE SCHOOL DIVISION HUMAN RESOURCES

### JOB DESCRIPTION

(Reviewed each year)

POSITION: ADVANCED EDUCATIONAL SUPPORT	SCHOOL YEAR: (Reviewed each year)
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 this job description must be within the parameters of the classification description (see Classification Manual for classification description). Job descriptions will be reviewed **each year** by the employee and the administrator.

**DUTIES AND RESPONSIBILITIES:** (Duties may be carried out on a one-on-basis or with a group of special needs students.)

- ☐ Uses proactive safety approaches to childrens' safety at all times. This includes safe movement of students throughout the school and school property. Observing and recognizing signs of illness and taking appropriate action when necessary. Assisting student(s) in the use of special equipment as required; such as FM systems.
- ☐ Implements individualized programs, assisting students with various school subjects - explains directions, answers questions and modifies work as required. Provides reinforcement and praise and encourages positive outcomes in an educational environment.
- ☐ Assists students to participate in integrated activities - to learn to share and cooperate with others.
- ☐ Under the direction of the designated supervisors, participates in consultative team meetings; assists in development of specialized programing stratagies; such as, behaviour plans, signing and braille. Reports to the teacher who reports to the parent(s). Advocates on behalf of the student(s) and, under the direction of the designated supervisor.
- ☐ Carries out behaviour management plans which are developed by the Behaviour Specialist in consultation with parents, Director of Student Services, school Administration, Teacher, Psychologist and Advanced Educational Support. This includes monitoring and recording behaviours and reinforcing and praising appropriate behaviours; keeping the student(s) on task and ensuring compliance with rules and routines; models appropriate behaviours. Assists student(s) with social/emotional growth.
- ☐ Assists students with daily living needs and physical development.

- ☐ Encourages development of problem-solving skills, self-confidence, independence and self-reliance where possible.
- ☐ Assists with the modification of classroom work to suit the student's needs; introduces, reviews and reinforces concepts. Accompanies student(s) on field trips and assists student(s) with recreational and co-curricular activities.
- ☐ Focus on the indentified area of concern for placement (i.e; Braille, Behaviour, Signing). Academic instruction will continue to come from the classroom teacher.
- ☐ Assists student(s) with speech and language development and to learn effective communication skills (verbal, signing, Braille, computer-facilitated choosing boards, gestures, symbols, etc).
- ☐ Attends training seminars and sessions to continually develop specialized skills and abilities.
- ☐ Provide support and mentoring strategies serving as a positive role model to Educational Assistants in order to continue to develop specialized skills.
- ☐ Progress is monitored and records maintained of students' behaviours, progress and/or activities. A requirement of 20 minutes per day while at the school is used for this purpose and the information communicated with designated supervisors on a regular basis.
- ☐ Locates and prepares student(s) materials under the direction of the supervisor(s). This includes set up and clean up and preparation of materials for signing, braille and behaviour resources.
- ☐ Utilizes services of outside agencies as deemed appropriate through team consultation to build on positive learning strategies.
- ☐ Assist with programming transitions. Active participant on the schools staff to which they are assigned. (i.e; staff meetings, school based PD etc.)
- ☐ 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.
- ☐ 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 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 performed 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:*

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***SIGNATURES:***

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***DESIGNATED SUPERVISOR***

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***EMPLOYEE***

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***DATE***

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***DATE***

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**Please forward to the Director of Student Services**

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***DIRECTOR, STUDENT SERVICES***

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***DATE***