

qathet School District
Class Specification
SUPPORT SERVICE ASSISTANT (13:08)



DESCRIPTION

Under the supervision and/or direction of the Administrative Officer and/or the direction of the teacher, the Support Service Assistant (SSA) performs work of a para-professional nature.

This includes the general supervision of students, the preparation of teaching materials, and assistance in the delivery of educational programs for special needs students.

DUTIES AND RESPONSIBILITIES

- Assists teachers in implementing individualized educational plans. Examples of the activities required to implement these plans may include toileting, dressing, and feeding; recording and administering medications as directed; preparing and maintaining records; gathering, adapting and preparing materials; helping individuals or small groups of students with school tasks.
- Facilitates and encourages positive and respectful interactions between students with special needs and other persons in the school/community.
- Works co-operatively with others and respects confidential information.
- Transports students when they do not require wheelchair-equipped vehicles.
- Lifts, moves, and positions students with physical handicaps.
- Supervises students as required
- Attends meetings/workshops as requested by Administrative Officers.
- Performs other assigned comparable duties which are within the scope of knowledge, skills, and ability of this position.

EQUIPMENT USED

- A wide range of instruction-related equipment.
- Access to an automobile in good working order.

QUALIFICATIONS AND EXPERIENCE

- High School graduation
- Completion of either a one year Special Education Teacher Assistant program or a one year program in a related Special Education Teacher Assistant field. The certificate obtained must be from a recognized post-secondary institution.
- Basic computer knowledge and facility with keyboarding
- A valid B.C. driver's license/insurance
- One year's para-professional work, six months of which must involve persons with special needs

DIRECTION OF OTHERS

- Nil

DESIRABLE TRAINING AND EXPERIENCE

- Basic First Aid
- Attends pre-service and in-service sessions as they are offered

Revision Date: January 27, 2000.