COWICHAN VALLEY
School District

Memo

TO: **EDUCATION ASSISTANTS**

FROM: **Vanessa A. Lysne, Human Resources Manager**

DATE: **Wednesday, June 2, 2021**

RE: **COMPLEX NEEDS JOB DESCRIPTION - REVISED**

The Complex Needs Education Assistant's job description has been revised. It is attached and is available on the district website as well. If you believe you now qualify as a Complex Needs EA, please fill in the attached Upgrade Request form and provide **full details** along with supporting documentation regarding how you believe you meet the specific qualifications noted in the job description.

Be sure to attach the following to the Upgrade Request Form:

- Letters attesting to the required skillset from past supervisors, including contact numbers and permission to contact
- Transcripts
- Certificates
- Documents

Please submit your completed request to me asap for review at vlysne@sd79.bc.ca.

DRAFT Revised: June 2021
February 13, 2020

TITLE: Education Assistant – Complex Needs
SECTION: As Appointed
REPORTS TO: Principal or Delegate

SUMMARY:

Under the general direction of the Principal or Designate proactively intervenes and supports students with self-regulation. Provides academic assistance to students and facilitates the inclusion of the student in the classroom and school environment or a district program. Works with students identified by the district Inclusive Education Team with the most complex behaviours, generally in the low incidence or intense behaviour categories. The student(s) often exhibit complex behaviours and have a District Safety Plan.

DUTIES:

1. Assists the teacher with the supervision of students and in the delivery of educational programs to designated students as outlined in the student's Individual Education Plan.
2. Monitors and responds to student behaviour to avoid and de-escalate potential disruptive episodes.
3. Participates in developing and incorporating resources such as social stories, visual supports, choice boards, and communication exchange systems guided by School Based Team and student's Individual Education Plan.
4. Confers with school-based team regarding Individual Education Plans and De-escalation Plans.
5. Provides augmentative and alternative communication assistance (AAC) to students using specialized equipment and resources (e.g., computers, FM switches, Communication Boards, Braille, Communication Apps and Speech Generating Devices); troubleshoots and maintains equipment. Demonstrates and supports the ongoing use of educational technology resources to students.
6. Assists classroom teacher in the gathering of data collection to support planning.
7. Assists students in providing personal care including dressing, undressing, toileting, personal hygiene, cleaning, washing and lifting into and out of wheelchairs.
8. Transports students in district or district-authorized vehicles as required.
9. Operates a computer for educational purposes.
10. May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education - the applicant must have completed:

- Minimum Grade 12
- Supplemented by successful completion of Education Assistant & Community Support Worker Program at the post-secondary Level, or equivalent training and experience
- Assistive Technology coursework and or related experience
- POPARD 30 hour Intro to Autism Spectrum Disorder certificate or equivalent, or recognized equivalent certificate in Autism
- Training in Applied Behaviour Analysis and Intensive Behaviour Interventions or equivalent
- Nonviolent Crisis Intervention Training with certificate or equivalent

Skills - the applicant must have:

- Demonstrated proficiency with Assistive Technology eg: Boardmaker; AAC, etc
- Proficiency in written and spoken English consistent with assignment

Experience - the applicant must have:

- Demonstrated clear understanding of trauma informed approaches to behaviour intervention
- Three years related experience working with students with neural development disorders including complex behaviour (i.e. ASD, ADHD, OCD, ODD and anxiety/depression)
- Knowledge and experience with ABA and Intensive Behaviour Interventions and/or Discreet Trial Training or equivalent
- Experience with ASD, FASD, CDBC, and Functional Behaviour Assessments (FBA), De-escalation/Behaviour intervention plans

Physically Fit - the applicant must be:

- Physically capable of performing the job duties.

Other - the applicant must

- Be able to adapt established methods and procedures, but exercise independent judgment when necessary.
- Show tact and courtesy in dealing with people in the course of the duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of the duties.

APPENDIX A

JOB EVALUATION

COVERING

SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
(EMPLOYER)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 5101

ADVICE OF RATING

EMPLOYEE NAME:	
JOB TITLE:	88 – Education Assistant – Complex Needs
LOCATION:	Schools
EFFECTIVE DATE:	May 31, 2021

This is to advise that the rating for the job to which you have been appointed is as follows:

JOB RATING

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	5	6	3	5	3	2	3	3	1	2	4
Total Points	363										

RATING CLASSIFICATION: LEVEL	15