

TITLE: Student Support Worker
SECTION: As Appointed
REPORTS TO: Director of Instruction, Curriculum Services, Administrative Officer
or Delegate

SUMMARY:

Under the direction of the Administrative Officer or Delegate, works with teachers in support of students.

DUTIES:

1. Supervises students and delivers special programs to designated students and classes with a focus on student support as part of an interdisciplinary team.
2. Builds and maintains relationships and contact with students to promote attendance and success.
3. Provides crisis intervention, individual assistance and primary counseling to students with particular academic, emotional or social issues.
4. Advocates for students by providing community information and facilitating student referrals.
5. Implements, monitors and communicates on group or individual programs to school staff and parents, which may include home visits.
6. Provides career and course selection information.
7. Develops, implements and/or facilitates programs of life skills for health, parenting, independent living and employment.
8. Provides clerical services by maintaining records and ordering supplies as required.
9. Maintains working knowledge of current computer technology and demonstrates the use of educational computer resources to students.
10. Organizes and leads a life skills food and/or school meals program adhering to school meal guidelines as required.
11. Organizes and participates in field trips and other activities
12. Transports students in district or district-authorized vehicles as required.
13. Operates a personal computer for educational purposes.
14. May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- Supplemented by successful completion of a degree with a child and youth care/counselling focus and or equivalent combination of training and recent related experience.

Skills - the applicant must have

- Proficiency in written and spoken English consistent with assignment
- Basic computer skills

Experience - the applicant must have

- Experience working with youth in a formal setting for a period up to and including one month.

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, courtesy and discretion in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

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:	11 - Student Support Worker
LOCATION:	Schools (Alternate)
EFFECTIVE DATE:	

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	8	1	3	3	3	1	3	2	3	4	4
Total Points	330										

RATING CLASSIFICATION: LEVEL	13
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