

**FOR A COMPLETE DESCRIPTION AND DUTIES OF THE ADVERTISED POSTING,
PLEASE SEE THE JOB DESCRIPTION MANUAL**

No.	11/12-017	Pay Rate	\$25.72 per hour
Position	Special Education Assistant	Commencement	ASAP
Location	Westview Secondary	Hours of Work	30 hours per week 10 months of the year

ABSTRACT: The successful incumbent will be working with a variety of students with moderate to severe physical, mental and behavioural challenges including personal care and toileting, one and two person lifts, training in diabetic care, and monitoring. Knowledge of Board-Maker would be an asset. The candidate must be willing to be trained in tube feeding, administration of medication, chest care and postural drainage and response to seizures. The ability to function and communicate effectively and courteously as part of a team is a must. Assisting students in the pool swimming will be required.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

- Successful completion of Grade 12 plus the Special Education Teaching Assistant program or equivalent plus successful experience working with individuals with special needs.
- Knowledge of behavior management, conflict resolution and restraining techniques plus a variety of learning strategies and the ability to assist in modifying curriculum to suit individual student's needs.
- May be required to have basic signing at a level appropriate to the Hearing Impaired student.
- Ability to function and communicate effectively as a member of a team in the support of complex programs requiring a high degree of courtesy, discretion and maintenance of confidentiality with a wide variety of school personnel, students and parents.
- Flexibility, patience, stamina, emotional stability and maturity to assist students with a variety of challenges to develop to their maximum potential.
- Sufficient physical strength, health and coordination to perform the duties and responsibilities of the job.
- May be required to have a valid BC driver's license.
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Applications received after the closing date/time posted are "late applications" and will not be considered. Written applications will be accepted by Human Resources until 4:00 p.m. on:

January 31, 2012