

SPECIAL ASSIGNMENT ASSISTANT #003

CUPE 2357 – Level 4(b)

CORE FUNCTION:

Under the instructional supervision of the teacher, in collaboration with the team, the Special Assignment Assistant provides individual instruction and assistance to an assigned student within the Dependently Handicapped Program. Specifically, the Special Assignment Assistant implements individualized programming for an assigned student which responds to the student's physical, emotional and hygienic needs and provides input to program modification; acts as a team member within the classroom and assists with activities in any area which may directly assist the assigned student or may contribute to the Program as a whole; and, performs other duties, as assigned by the supervisor.

Note: Because of the individualized approach to programming, the duties of the Special Assignment Assistants may be different; however, the nature and intent of the position is such that responsibilities will be comparable.

MAIN DUTIES:

Implement individualized programming for an assigned student:

- positions the student effectively for each exercise/activity ensuring the safety and comfort of the student (and that proper lifting techniques are followed)
- encourages student in fine and gross motor skills, using assorted aids, as dictated by the needs of the student
- prompts and encourages participation in various cognitive exercises using methods and tools, as required by the needs of the student
- assists student with physical activities such as horseback riding, swimming, etc.
- reinforces concepts/exercises previously taught/ worked on
- administers medication, as authorized and responds to emergencies
- greets and assists with dressing and undressing student(s) upon arrival, departure, recess and other outings
- feeds/assists with students at meal times
- assists the student with hygiene, toileting and basic grooming, encourages student involvement in related activities and reinforces desired behaviour
- performs catheterization, chest care or shallow suctioning, as necessary
- exercises reasonable restraint of student when necessary to prevent self-inflicted injuries, injuries to others or property damage
- maintains daily journal, summary reports and notes supplementary observations and assists with the completion of student report cards

- discusses programming regularly with therapists, teacher, parents, to provide feedback on programming approaches, modifications, concerns, etc. and implements new approaches/exercises, as identified
- uses protective equipment for self injurious students, as approved

Acts as a team member within the classroom and assists with activities in any area which may directly assist the assigned student or may contribute to the Program as a whole:

- assists staff members with activities to support other students in the class
- participates in and/or supervises field trips, outings or similar extra-curricular activities
- fulfills scheduled requirements for bus duty, lunch room, hallway and recess monitoring, as required
- facilitates integration of a student into a classroom setting
- participates in general staff meetings and discussions with other professionals, as required
- assists with the preparation of report cards, maintains records and provides information for Individual Education Program (IEP)
- provides input into the development of the I.P.R.C. report for the student and attends the I.P.R.C. meeting, if required

SUPERVISION OF STAFF:

There is no supervisory responsibility

QUALIFICATIONS:

- 2 year Community college diploma in a related field (ex. DSW)
- 2 years of related experience
- First Aid and CPR training
- Effective communication and interpersonal skills (especially with children)
- Written and oral communication skills
- Initiative

Individuals who possess an equivalent combination of education and experience may also be considered.

SUPERVISION OF STAFF:

There is no supervisory responsibility

QUALIFICATIONS:

- 2 year Community college diploma in a related field (ex. DSW)
- 2 years of related experience
- First Aid and CPR
- Signing, braille and CPI would be assets
- Ability to work as a member of a team

Individuals who possess an equivalent combination of education and experience may also be considered.