



IDENTIFICATION

Department	Position Title	
DEHCHO DEC	SPECIAL NEEDS ASSISTANT -	
Position Number(s)	Community(s)	Division/Region(s)
96-3333	Fort Providence, N.W.T.	Deh Cho

PURPOSE OF THE POSITION

Under the day-to-day direction of the classroom teacher carry out tasks designed to implement the goals and objectives of the Student Support Plans (SSP's) for those Special Needs students to which he/she is assigned.

SCOPE

Incumbent is required to work, under the direction of a teacher, with students who may have a variety of physical, social and emotional challenges within the regular classroom.

RESPONSIBILITIES

Assist the classroom teacher and Program Support teacher in meeting the SSP goals and objectives of the Special Needs students to ensure that the students reach their full classroom potential by, carrying out general classroom duties to facilitate the teacher working with individual students, reinforcing classroom instruction with individuals and/or small groups. Assisting students with assigned course work. Demonstrating and modeling a caring attitude within the classroom that fosters positive self-images and preparing materials to facilitate the delivery of the special needs programs within the classroom.

Maintains classroom records on designated Special Needs Students by, keeping a written daily diary of activities and observations. Keeping statistical records of student's daily work.

Documenting specified student behavior, communicating progress and setbacks to the teachers and/or Principal.

Performs other duties as requested or required such as participating in student supervision, providing physical assistance to student to help them cope with school schedules, ie,. Stairs. Monitoring and assisting groups of students in the completion of their assigned tasks.

KNOWLEDGE, SKILLS AND ABILITIES

Grade 12. Demonstrated ability to work with children with identified special needs. Local languages may be a requirement dependent upon the students who have identified special needs. In specific cases, the ability to use Sign Language (basic/advanced) and/or Braille may be required. Must be able to read instructions SSP's, minutes of meetings and educational directives. Write and maintain accurate student records.

WORKING CONDITIONS

(Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands

Works within a classroom where considerable movement is required. There may be some stooping and lifting or carrying of light material. Requires some work outdoors.

Environmental Conditions

Environment is generally comfortable with exposure to some children who may be suffering from colds and other contagious illness. Requires some work outdoors.

Sensory Demands

Incumbent is to work, under the direction of a teacher, in a regular classroom and is able to meet the physical, emotional and academic needs of special needs students.

Mental Demands

Required to work with children who have special needs requiring close attention.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

Official Language Considerations (check one)

- ☒ Not required
- ☐ Bilingual required (state language): _____

