



Department		Position Title	
Dehcho DEC		Special Needs Assistant	
Position Number(s)	Community(s)	Division/Region(s)	
96-13875	Kakisa Lake, N.W.T.	Kakisa Lake School/04	

PURPOSE OF THE POSITION

Under the day-to-day direction of the Principal carry out tasks designed to implement the goals and objectives of the Individual Education Plans (IEP) for those Special Needs students to which he/she is assigned.

SCOPE

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

RESPONSIBILITIES

Responsibility incumbent spends most time doing. Assist the Principal, in meeting the educational goals and objectives of Special Needs students and others to ensure that the students reach their full classroom potential by:

Carrying out general classroom duties to facilitate the Principal working with individual students, reinforcing classroom instruction with individuals and/or small groups. Demonstrating and modeling a caring attitude within the classroom that fosters positive self-images and preparing materials to facilitate the delivery of the special 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 and communicating progress and setbacks to the Principal.

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

Participating in the school team upon request, and undertaking training to work effectively with specific students.

KNOWLEDGE, SKILLS AND ABILITIES

Grade 12. Demonstrated ability to work 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, IEP's (individual education plans), 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 and carrying of light material.

Environmental Conditions

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

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. In addition to stress experienced in constant monitoring, much of the academic work attempted by some students is highly repetitive and therefore stressful as well.

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): Slavey