

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: COMMUNICATION FACILITATOR

QUALIFICATIONS:

Completion of secondary school and specialized education at the college or university level including a minimum of a 240-hour practicum, preferably in a school setting, in a certified diploma program in the field of special education and certified VISTA Basic Level IV ASL and course work that must include oral interpretative work.

1. A minimum of six months and up to and including one year working with children with special needs or students who are deaf or hard of hearing (DHOH).
2. A demonstrated ability to sign at a level commensurate with the subject and grade level of the student. This may be evaluated by a qualified professional.
3. Knowledge and understanding of child development, language development of the deaf and hard of hearing, behaviour disorders, learning and physical disabilities, syndromes and disorders that affect the learning of DHOH students.
4. Successful completion of Typewell Certification.
5. Familiarity with Individual Educational and Individual Care Plans.
6. An understanding of the development and implementation of modified and adapted curriculum including knowledge of note-taking which shows an understanding of the sentence structure and vocabulary level of the DHOH student.
7. Basic knowledge of FM equipment, hearing aids and other technology used with DHOH students.
8. An understanding of the teaching assistant's roles and responsibilities as a team member in a collaborative model.
9. Effective communication skills and the ability to demonstrate knowledge of the difference between Manually Coded English, ASL and sign assisted speech.
10. Flexible and self-directed, capable of working with a variety of students with diverse learning needs and styles.
11. Knowledge of ethical behaviours when working with children, their families and school district personnel including an appreciation of the confidential nature of all information.

RESPONSIBLE TO: Administrative Officers

SUPERVISES: N/A

JOB GOAL: To promote a successful education experience for students with special needs and to assist in creating a safe, stimulating learning environment for all students.

PERFORMANCE RESPONSIBILITIES:

1. To support students in their school activities and to implement their Individual Educational Plans and/or Individual Care Plans.
2. To promote positive self esteem through supporting students in their academic, social, emotional and physical development.
3. To motivate students to participate in their school experience and to maximize learning opportunities.
4. To promote successful social experience through building language concepts, speech development, communication skills and social opportunities.
5. To assist with supervision of student behaviour and carry out behaviour management programs.
6. To provide personal care that may include some or all of the following: toileting, dressing, feeding, lifting/transferring and assisting in the delivery of OT/PT/Speech and Language Therapy programs.
7. To address auditory, perceptual, visual and memory disorders through augmentative communication.
8. To assist in the development and implementation of life skills programs.
9. To assist in the supervision of students in instructional and non-instructional activities.
10. To keep observational records of student behaviour and learning activities.
11. To act, as required, as liaison to School or District staff, parents, social workers, school nurses and other allied professionals providing and receiving relevant student information.
12. To attend, as practicable, consultation meeting with teachers, parents and therapists and to assist in preparing Individual Educational Plans.
13. After training and with supervision, to assist and/or perform certain medical procedures (e.g., catheterization, gastronomy and suctioning as described in Ministry of Education and School District Policy guidelines.)
14. To perform other assigned comparable or transient duties that are within the area of knowledge and skills required by this job description.

TERMS OF EMPLOYMENT: Ten months.

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EVALUATION

DATE: November 19, 2015

JOB TITLE: Communication Facilitator

	Factor	Degree	Points	Substantiating Data
1.	Knowledge	5	75	High school Grade 12 graduation plus an additional programme of over one and up to two years or equivalent.
2.	Experience	5	75	Two years and over.
3.	Judgement	4	40	The job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation.
4.	Concentration	4	40	Almost continuous periods of intermediate duration; OR Frequent periods of long duration.
5.	Physical Activity	3	18	Light activity of long duration; OR Medium activity of intermediate duration; OR Heavy activity of short duration.
6.	Dexterity	5	30	Employee is required to perform tasks that demand the accurate coordination of fine movements, where speed is a major consideration.
7.	Accountability	4	40	Actions could result in serious loss of time or resources; OR cause significant embarrassment within the organization and have limited impact on its public image.
8.	Safety of Others	4	32	High degree of care required to prevent injury or harm to others.
10.	Interpersonal Skills	5	50	Tact, diplomacy and human relations skills are required for frequent contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading or securing the co-operation of others.
11.	Disagreeable Conditions	4	40	Minor conditions of almost continuous exposure; OR Major conditions of frequent exposure.
	TOTAL POINTS		440	

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed _____

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