

Position: SPED Assistant
Department: Learning Support
Reports to: Learning Support Coordinator

Job Summary:

Qualifications:

- College graduate, preferably with Special Education background
- Excellent English communication skills, both verbal and written
- Excellent interpersonal skills
- Excellent organizational skills
- Knowledge in computer applications such as Word, Excel and PowerPoint
- At least 2 years experience dealing with children in a classroom environment

Key Responsibilities:

- Provide support to an identified student as needed.
- Implement specific aspects of the student's Learning Support Plan in the classroom, playground, gymnasium or other environments as required by the Learning Support Teacher and/or the classroom teacher.
- Collect data on student achievement, social-emotional functioning and behavior under the direction of the Learning Support Teacher.
- Prepare resource material to support the students' Learning Support Plan.
- Assist students in learning to use any technology indicated on the students' Learning Support Plan.
- Attend meetings to discuss student progress and to assist in the development of Learning Support Plans.
- Provide support to other students in various environments (inside and outside the classroom).
- Perform other duties as assigned by the immediate supervisor.

Note: An Educational Assistant is hired to work with an individual student and the cost is billed to the parent.