



Educational Assistant - Braille

Position Description | Qualifications

OVERVIEW

The Educational Assistant - Braille (EA-B), in collaboration with the teacher, and under the general supervision of the Principal, supports the inclusion of students with diverse learning needs by providing academic and or social emotional skill development and in particular students who use Braille and are on a Dogwood Path to graduation.

This position may transition from school to school with the progress of the student

POSITION DESCRIPTION **Educational Assistant- Brailist**

EAG – 1

Facilitates the inclusion of students with diverse needs by encouraging and supporting them to become independent learners and members of the classroom, school and community

EAG – 2

Observes and documents learner strengths, achievements, needs and behaviours through daily learning activities

EAG – 3

Reviews and reinforces learning activities using lesson plans and learning strategies developed by the learning support team to help students to master concepts and skills

EAG – 4

Gathers and shares relevant information about the performance and behaviour of individual learners to support IEP goals, transitions and program design through IEP and other consultative meetings with teachers, parents and therapists

EAG – 5

Supports students in learning communication skills and social/emotional strategies as outlined in the IEP or as needed on a daily basis

EAG - 6

Supports students' use of educational technology and/or various assistive communication modalities

EAG – 7

In collaboration with the teacher, produces materials and implements strategies to accommodate individual learner needs /styles. At the request of the teacher, marks objective student work when not needed to support student learning

EAG – 8

Reinforces classroom expectations during brief absences of the teacher and documents and reports significant incidents

EAG - 9

In collaboration with the teacher or administrator, determines a plan when it is appropriate to ask the student(s) to leave the classroom to calm, redirect, refocus and then re-engage them in their learning

EAG – 10

Supports learning and skill development through school activities, one-on-one or small groups, field trips, work experience programs, physical education activities and special events

EAG – 11

Provides assistance to student(s) in the case of injury or illness; performs assigned duties during fire/earthquake/lockdown drills and other emergent situations

EAG – 12

Assists students with feeding, hygiene, toileting and other personal care

EAG – 13

Remains current in school, district and provincial policies and procedures e.g. Provincial Physical Restraint and Seclusion Guidelines

EAG – 14

Performs other assigned comparable or transient duties, which are within the area of knowledge and skills required by this job description

JOB DUTIES SPECIFIC TO THE EDUCATIONAL ASSISTANT- BRAILLE

EAB - 1

Transcribes printed material into formatted Braille and/or alternative formats including, but not limited to, classroom board portions of textbooks, worksheets, tests and supplementary reading; prepares tactile graphics of maps, diagrams and graphs for use by blind students; interlines work prepared by students from Braille into print for use by sighted teachers, and other members of the school community

EAB - 2

Supports students in classrooms when required, provides assistance in various tasks related to use of Braille and other instructional aids;

EAB – 3

Provides clarification of instructional concepts for students, as appropriate

EAB - 4

Reinforces the reading and writing instruction from the Teacher of the Visually Impaired in specialized skills, such as using Braille codes, Braille writing equipment, and tactile graphics

EAB – 5

Reinforces the orientation and mobility instruction from the O&M Instructor, including skills such as sighted guide technique, white cane use, and use of GPS

EAB - 6

Uses and facilitates student practice in use of adaptive computer programs Such as JAWS, Magic, WindowEyes and Scientific Notebook

EAB - 7

Uses and facilitates the student's practice in the use of scanner, Braille notetaker (eg. BrailleSense) embosser etc;, when age-appropriate

QUALIFICATIONS

Educational Assistant- Braille

EDUCATION	<p>TECHNICAL REQUIREMENTS</p> <p>Grade 12 or equivalent, and One(1) year Education Assistant and Community Support Worker certificate or equivalent combination of post-secondary courses in child/adolescent development, or behaviour management including non-violent crisis intervention techniques</p> <p>Current Level One First Aid</p> <p>Successful completion of the Literary Braille Transcriber's Certification and the Braille Mathematics and Science Course certified by CNIB (1 year program) or equivalent</p>
EXPERIENCE	<p>TECHNICAL REQUIREMENTS</p> <p>One (1) year specific experience working with special needs persons</p>
KNOWLEDGE	<p>TECHNICAL REQUIREMENTS</p> <p>Knowledge of Braille codes including Unified English Braille (UEB) Code</p> <p>Knowledge of production of Tactile Graphics and Braille proofreading</p> <p>Knowledge of digital technology, adaptive equipment and related educational applications, e.g. Duxbury, Corel Draw, Scientific Notebook, JAWS, Magic</p> <p>Knowledge of learning styles and support requirements for learning in order to adapt materials for students</p> <p>Knowledge of support requirements for behaviour management, social and life skills programs</p>

	<p>Knowledge of non-conflict resolution methods in order to address various levels of student behaviours in the classroom and school/community</p> <p>Knowledge of inclusion principles</p> <p>Knowledge of school systems, District policies and procedures, as they relate to the position</p>
SKILLS AND ABILITIES	<p>JOB SPECIFIC REQUIREMENTS</p> <p>Support and implement IEP goals, adaptations ro modifications</p> <p>Apply positive behavioural support techniques to facilitate student engagement in the classroom</p> <p>Support and implement augmented communication skills</p> <p>Support and implement safety plans</p> <p>Understand and work with core curriculum at the appropriate grade level(s) and language of instruction</p> <p>Provide personal care such as feeding, toileting and dressing on occasion</p> <p>INTERPERSONAL REQUIREMENTS</p> <p>Use tact and diplomacy to maintain confidentiality of sensitive information often in open and public settings</p> <p>Capture, in written and oral form, observations made in the classroom and summarize information in an accurate manner</p> <p>Relate to staff, parents, professionals and other members of the public and request and convey information in a respectful and calm manner</p> <p>Speak with and act toward students with respect and dignity, and deal judiciously with them, always mindful of their individual rights and sensibilities</p> <p>Celebrate successes that may only come with repetition and patience</p>

	<p>Work independently with minimal supervision</p> <p>Observe and document behaviours of students over time</p> <p>PROBLEM SOLVING REQUIREMENTS</p> <p>Use conflict resolution strategies to resolve disagreements and refer more demanding issues to teaching and administrative staff</p> <p>Determine and select appropriate courses of action within established methods, procedures and policies</p> <p>Adapt learning materials and available resources to the learning needs of the students</p> <p>Ability to pay close attention to detail</p>
WORKING CONDITIONS	<p>OCCUPATIONAL REQUIREMENTS</p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Desk-top self-sufficiency in order to communicate through digital technology</p> <p>Physically able to work with students at their level, (squatting, kneeling and sitting on the floor)</p> <p>Physically able to lift up to 22 kgs (50 lbs) and operate related equipment, on an occasional basis</p> <p>Able to perform related physical and mental activities</p> <p>Able to work in a highly active physical environment</p>

May 30, 2016 transient nature of position added January 2018