

**A. JOB IDENTIFICATION:**

**TITLE: STUDENT SUPPORT WORKER**

**DEPARTMENT: SPECIAL EDUCATION**

**IMMEDIATE SUPERVISOR: CO-ORDINATOR OF SPECIAL EDUCATION**

**B. JOB SUMMARY:**

Under the direction of the Co-ordinator of Special Education, the Student Support Worker works in collaboration with the special education team members, to identify the needs of school staff and students, act as a liaison with the community partners and implements school based-programming to meet the needs of individual students and the student body as a whole.

The Student Support Worker is responsible for providing school-based interventions, providing supportive consultations, crisis prevention and intervention, providing on-going support to the classroom teacher and to the parents, and developing and fostering co-operatives.

**C. DUTIES AND RESPONSIBILITIES:**

- Provision of school-based interventions by initiating programs beneficial to specific needs of the student population.
- Teach in class social skills programs at all grade levels; supervise school-based student support programs, such as Peer Helper, Peer Coaching; assist with Student Council and other groups as required to provide positive programs for students.
- Co-ordinate Run Rainbows Groups to help students dealing with separation and loss.
- Provide supportive consultations with students experiencing social/emotional and behavioural needs
- Meet with students individually to work on problem solving, decision-making and other social skills.
- Meet with students in groups to work on social skills.
- Crisis prevention intervention; provide support to classroom and individual students to prevent crisis situations.
- Provide support to the staff and student to try and de-escalate problems with a student's escalated sudden behaviour problem.
- Manage to re-adjust schedule as required, in order to provide ongoing support and supervision to children as they experience difficulties.
- Provision of on-going support to classroom teachers and parents of special needs students.
- Meet regularly with teachers to review the needs of the students in their classroom.
- Provide strategies for individual students and support the teacher in implementing these strategies.
- Keep regular contact with parents regarding the needs of their child and offer suggestions and resources to parents to assist them in dealing with their child's individual needs.
- Attend IPRC and Case Conferences.
- Develop and foster co-operatives; develop relationships with community partners.
- Act as a liaison between schools and external organizations.
- Network with community agencies and other support mechanisms to assist students and their families.
- Co-ordinate and/or participate in case conferences with community partners.
- Perform other duties as assigned which are unplanned or of a transient nature and are consistent with the above job summary and duties.

**D. QUALIFICATIONS:**

- Two (2) year College Diploma in one of the following areas of study: Child and Youth Care Worker, Social Service Worker, Psychology and/or Sociology.
- Minimum two (2) years' experience working with special needs students in this capacity and fulfilling the duties and responsibilities as outlined.
- Ability to work on a team to meet the student's social and behavioural needs.
- Good sense of community and area resources.
- Strong organizational and communication skills.

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Incumbent Signature

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Supervisor Signature