

Job Class Profile: **Student Assistant**

Pay Level: **CG-26** **Point Band:** **490-533**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	3	4	5	4	3	2	2	1	5	
Points	140	67	32	19	90	43	41	21	54	507

JOB SUMMARY

The Student Assistant is responsible for the provision of support services including personal care, portering, lifting and behaviour management to students within the primary, elementary and secondary school system. Work involves assisting with the implementation of individual program plans for students which have been developed by the teacher or by the teacher in conjunction with other education and health professionals. Work includes performing physical activities contained in the individual program plan in support of personal care, functional skill development and behaviour management.

Key and Periodic Activities:

- Assists teachers in meeting students' specific needs as outlined in the individualized program plan.
- Follows procedures related to the operation of the school (i.e. fire drills, emergencies).
- Follows student specific emergency procedures (i.e. health related, emergency evacuation).
- Maintains confidentiality regarding student and school.
- Attends staff meetings and program planning team meetings when required by the principal.
- Assists teachers with the supervision of student needs during recess, lunch and special activities/programs, fire drills, field trips and other school related functions.
- Assists in ensuring that students can participate in educational activities by ensuring the utilization of student assistive devices or by taking notes, taping lectures and/or reading to the student (may use student specific aided and/or aided communication systems designated by the program planning team within well defined parameters and under supervision).
- Assists in preparing student specific materials and equipment for daily program needs as designated by the teacher/program planning team.
- Assists student(s) to follow their schedule encouraging maximum levels of independence.
- Utilizes approved physical restraint procedures (i.e. Non-Violent Crisis Prevention Intervention techniques) to ensure safety and control of students as designated by the teacher/program planning team as well as recording physical or emotional behaviour.
- Assists with the operation of specialized equipment prescribed for specific students (i.e. stairtrac, wheelchairs, walkers).
- Cleans equipment and utensils used by students.
- Assists in providing personal care to students including feeding, cleaning and toileting. Personal care/student specific procedures which are requirements for the normal physical

Key and Periodic Activities:

- development of the student or are prerequisites to the educational program may also involve administering medication and the performance of other student specific procedures (i.e. catheterization, gastrostomy, oral suctioning postural drainage, lifting, transferring and positioning students using proper body mechanics, checking blood sugar levels). These duties can only be performed after being in-serviced by qualified specialists.
- Accompanies/porters students to and from classes and school activities and ensures student safety.
 - Participates in various training activities.

SKILL**Knowledge****General and Specific Knowledge:**

- First Aid
- Non-Violent Crisis Prevention Intervention
- Behaviour management techniques
- Disability related issues
- Assistive devices and technology

Formal Education and/or Certification(s):

- Minimum: High School Diploma supplemented by a combination of related experience and training including Early Childhood Development and/or Special Education.
- Code of Conduct and Criminal Reference Check required from local RNC or RCMP.

Years of Experience:

- Minimum: 1 – 2 years experience.

Competencies:

- Communication skills
- Computer skills
- Ability to follow procedures and instructions
- Ability to maintain confidentiality

Interpersonal Skills

- A range of interpersonal skills are utilized including listening to information from teachers, principals and health professionals regarding individual program plans; asking questions to ensure understanding of individual program plans; providing routine and complex information and direction to students as well as providing care, comfort and nurturing to students. Sometimes required to deal with angry or upset people.
- Communications occur with teachers, principals and health professionals; supervisors/managers; students and parents.
- The most significant contacts would be students and teachers. Communicates any concerns, issues or incidents directly to the supervising teacher, and if necessary, the principal.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — Work demands occasionally result in fatigue, requiring periods of rest. — Lifting and moving is required to lift, transfer and position students using proper body mechanics. Strength and endurance is required to use approved physical restraint procedures to ensure safety and control of students. — Work involves sitting while assisting students in the classroom; standing and walking are required to accompany/porter students to and from classes and school activities and duties often involve awkward or cramped body positions requiring bending, kneeling and stretching. — Gross motor skills requiring strength and coordination are required to provide support services including personal care, portering and lifting.
Concentration
<ul style="list-style-type: none"> — Visual concentration is required to observe and assist students and record any physical or emotional behaviour. — Auditory concentration is required during staff and program planning meetings. — Exact results and precision and eye/hand coordination is required to administer medications. — Repetition requiring alertness is evident when assisting with the operation of specialized equipment. — Higher than normal levels of attentiveness and alertness for the health and safety of children is evident in the daily activities.
Complexity
<ul style="list-style-type: none"> — Typical challenges or issues relate to the provision of student support services including personal care, portering, lifting and behaviour management as well as assisting with the implementation of individual program plans for students. Daily work tasks vary according to the needs of specific children. The provision of just the right amount of support required without fostering a learned helplessness is an ongoing, challenging task. — References available to address typical challenges or issues include teachers and the program planning team responsible for planning and implementing a student's individualized program plan; school principals; health professionals as well as policies, procedures and guidelines outlined in Student Assistant and School Specific Handbooks and school and district policies related to student supervision.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Well defined instructions and supervision are received from the designated professional and/or the program planning team. Work is reviewed through discussions, meetings, observations and written evaluations. — Independently provides student support services including personal care, portering, lifting and behaviour management as identified in individual program plans for students. — Supervisory approval would be required for any changes in a specific student's individual

program plan.
Impact
<ul style="list-style-type: none"> — Results of work tasks and activities are directly felt within the school environment and on the students to which assistance is provided as well as family members. — Results of work tasks and activities directly impact the health and safety of students. — Consequences of mistakes or errors directly impact on the health and safety of students. — Consequences of mistakes or errors are typically identified and resolved within hours.
Development and Leadership of Others
<ul style="list-style-type: none"> — There is no supervision of staff. — May provide advice and guidance to new employees.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — There is a requirement for safety equipment and special precautions to ensure safety of students and student assistants. Gloves and other personal protective equipment are required when performing medical duties. — Limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures, injury or occupational illness resulting in partial or total disability. — Exposure to distracting noise, bodily fluids and waste, sharp objects and physical danger/threats when working with aggressive children.