



Provincial Job Description

TITLE:
(231) Teacher Assistant

PAY BAND:
7

FOR FACILITY USE:

SUMMARY OF DUTIES:

Assists in the provision of special education programs for youth with learning / behavioural problems and difficulties.

QUALIFICATIONS:

- ◆ **Teacher Assistant certificate**
- Or
- ◆ **Rehabilitation Worker certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Communication and interpersonal skills**
- ◆ **Ability to work with special needs clients**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Program Activities

- ◆ **Assesses educational needs through observation and reporting.**
- ◆ **Provides input into planning programs.**
- ◆ **Prepares learning materials and resources.**
- ◆ **Assists with delivery and evaluation of educational programs.**
- ◆ **Assists with supervision of learning activities.**
- ◆ **Assists with monitoring performance and behavior.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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