



OUT OF SERVICE JOB POSTING

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

JOB POSTING U0-085R

CLOSING DATE: September 2, 2010

Please Note: This is a re-posting of U0-085, originally posted on August 3, 2010. Those who previously submitted resumes for U0-085 need not re-apply.

INSTRUCTIONAL ASSISTANT - ETP

EMPLOYMENT TRAINING AND PREPARATION

SCHOOL OF ACCESS

Note: This is a **full-time term** position, starting as soon as possible up to and including December 17, 2010. It is expected to be located at Interurban Campus and the hours of work will be Monday to Friday, 8:30 am to 4:00 pm (35 hours per week).

The Employment Training and Preparation Program encourages applications from qualified candidates with an understanding of Aboriginal educational issues.

GENERAL STATEMENT

Under the direct supervision of the Coordinator, Learning Support, the Instructional Assistant provides a variety of educational and support services to students in Employment Training & Preparation programs. These students have a range of cognitive, developmental, emotional, physical and/or mental health learning challenges and require specialized support to meet their personal employment goals.

TYPICAL DUTIES

Supervision of students, individually or in small groups in the classroom and labs either with or without an instructor present:

- interprets and reinforces student and program objectives;
- interprets and reinforces students' individual learning plans;
- answers questions from students concerning assigned tasks and often providing guidance, instructions or directions;
- monitors students' performance, prepares notes on students' progress and identifies concerns
- presents material to students in a variety of ways to ensure that the students meet learning outcomes
- reinforces behavioural objectives of the program;
- participates with faculty in the evaluation of student performance and the development of recommendations through regular reporting on observed behaviour;
- presents educational material to group or individual under direction of faculty;
- leads group discussion to support learning objectives developed by faculty;
- adapts, produces, and maintains supply of learning materials under the direction of faculty.
- ensures learning labs are maintained and have appropriate supplies.

Supervision of College\Community Learning Activities

- visits and becomes familiar with student activity sites. Participates in the development, implementation and monitoring of the learning plans for the student(s) based on these sites;
- provides the ongoing instructional support for students based on their learning plans and identified learning sites;
- maintains regular contact with the student activity site supervisor(s) as well as the individual student's support group, as directed by the faculty;
- monitors the student's performance during the planned activity ;

Supervision of Work Experience Placement:

- identifies, establishes and maintains employer contacts for work experience placements in the community;
- assists faculty and students to identify appropriate work placements
- writes contracts with employers placing students in work experience using standard contract forms;
- arranges tour of worksites for students;
- attends first work placements with students and introduces them to the work that they will be required to do
- initiates and maintains ongoing communication with work experience supervisor in relation to student placement;
- explains to employers the nature of a student's disability and how it might relate to performance on the job;
- works with employers to clarify the expectations and guidelines that have been established for the work experience placement;
- monitors, supports, documents and updates faculty regularly on the students' performance at the work site;
- arranges and participates in evaluation meeting between the student and work site supervisor(s) to ensure the standard evaluation form is completed fairly and appropriately

Additional Responsibilities:

- facilitates student contact and communication with other College programs and community agencies;
 - maintains student records by ensuring that current and pertinent information is filed appropriately
 - assists in the intake process for students and supports students in the application, registration and financial aid processes.
 - assists in departmental and college marketing activities
- performs other related duties similar in scope and complexity.

QUALIFICATIONS:

Graduate of a two year program in special education at a recognized post secondary educational institute and three years of work experience with adults in an educational or related setting, one year of which has been direct experience in working with adults with special needs, or an equivalent combination of education and experience. The successful candidate will also have a demonstrated ability in developing and maintaining positive working relationships and cooperating with colleagues in a team approach; a demonstrated ability to work independently with a minimum of supervision; and a demonstrated ability to communicate effectively with students, students' parents or guardians, staff, faculty, administration, and related outside

organizations. A demonstrated ability to use a variety of software including Word, Excel, Access, Outlook and Photoshop are required.

SALARY: Pay Grade 9, \$22.74 to \$24.29/hour, plus 3% Teaching Stipend (JE 231)

REPLACES: J. Isaac

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