



Instructional Assistant – Employment Training and Preparation Program (ETP)

Student Access Services

School of Access

Job Posting: U17-162R **Closing Date:** November 15, 2017
Position Type: Part-time Term On Call **Location:** Interurban Campus
Start Date: ASAP **End Date:** March 30, 2018
Schedule: Variable
Salary: Pay Grade 9; \$24.78 to \$26.49 per hour, plus 3% Teaching Stipend
New
Note(s): Term with variable hours

The purpose of this posting is to establish a **term on-call** list to cover occasional shifts. Position(s) may start as soon as possible and are expected to be located at Interurban Campus. Days and hours of work are variable.

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:

Two-year diploma 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.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer