



EDUCATION ASSISTANT/BRAILLE TRANSCRIBER (Temporary)

The Burnaby School District is seeking qualified Education Assistant/Braille Transcriber for a temporary assignment at Seaforth Elementary until June 30, 2023.

The Education Assistant/Braille Transcriber provides support, under the direction of a designated educator, for students in and out of the classroom and in the community. This includes support such as braille transcription, behaviour management, curriculum implementation, social skills development, personal care, and physical assistance. Communicates with district and provincial organizations and resource programs for the visually Impaired.

Required Qualifications:

- Completion of a recognized program in special needs assistance or one year relevant work experience, or an equivalent combination of training and/or experience.
- Successful completion of a recognized Braille Transcribers course.
- Demonstrated ability to work effectively in special needs assistance or one year relevant work experience, or an equivalent combination of training and/or experience.

Duties and Responsibilities:

- Assists in the planning and acquisition of life and social skills, including work and recreational experiences. Reinforces orientation and mobility skills as instructed.
- Implements educational support programs designed by professionals such as a vision teacher, orientation and mobility instructor, speech language pathologists, rehabilitation therapists, behaviour consultants, and audiologists.
- Prepares written reports such as daily or weekly journals; adapts, modifies and prepares classroom materials and provides input to the I.E.P. process, and performs data collection.
- Utilizes a wide range of equipment including adaptive/assistive technology specific to the field of visual impairment.

This position is a 10-month (school term) position working 27.5 hours/week. The wage is \$33.19 per hour and includes paid sick days, dental and extended health benefits.

Please submit a complete application package, which includes your resume, cover letter, two references, and any supporting documentation. You can submit your application through Make A Future.

Successful completion of a criminal record search is a legislated requirement and will be completed upon hire. We thank all applicants for this position, however, only those individuals under consideration will be contacted.

The Burnaby School District values inclusion and embraces diversity as a strength. Our goal is for all individuals to feel a sense of belonging in a safe, supportive and welcoming community. We encourage applications from all qualified individuals, including Indigenous, Black, people of colour, all genders, LGBTQ2+ and persons with disabilities.