

- Adapts instructional materials to the specific needs of a student or students, such as simplifying instructions or student responses.
- Assists with preparation and marking of instructional materials such as worksheets and tests.
- Assists with distribution and collection of materials and equipment for students.

### **Equipment Used**

Photocopier, computer, audio and video equipment, power tools, sewing machine, laundry equipment, and other specialized and classroom related equipment.

### **Required Knowledge, Ability, Skills**

- High school diploma and special education assistant certificate or equivalent.
- A valid Class 5 driver's license.
- Basic knowledge of computer functions.
- A valid Safety Oriented First Aid certificate.
- Knowledge of psychosocial issues of special needs students.
- Knowledge of health and safety procedures including Workplace Hazardous Materials Information System and Workers' Compensation Board regulations.
- Ability to extend and model patience, care, tolerance and understanding.
- Ability to apply behavior management strategies to a given situation.
- Ability to respond to violent behavior.
- Ability to communicate effectively, both verbally and in writing.
- Ability to perform individually and as part of a team.
- Ability to use tact, diplomacy and human relations skills for frequent contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading or securing the co-operation of others when dealing with the public, parents, staff and students.