



**COMMISSION SCOLAIRE WESTERN QUÉBEC
WESTERN QUÉBEC SCHOOL BOARD
SPECIAL EDUCATION TECHNICIAN
BANK OF REPLACEMENTS**

Nature of the work:

The principal and customary work of an employee in this class of employment consists in working with a multidisciplinary team to apply special education techniques and methods in keeping with an individualized education plan intended for handicapped students or students with social maladjustments or learning difficulties or in keeping with a program designed for students requiring specific support.

Characteristic functions:

- Participates in developing and drawing up an individualized education plan; selects the measures designed to attain the objectives determined, develops his or her action plan and applies the measures; assesses whether the objectives were attained and participates in evaluating the plan.
- Prepares, organizes and conducts educational or pedagogical support activities, cultural and recreational activities as well as sports activities designed to develop social, cognitive, psycho-motor, communication or other skills; selects, prepares and, if necessary, ensures that the necessary material is adapted or constructed for these activities. He or she works with other staff to determine and carry out other educational activities such as the organization and supervision of practicums in the workplace.
- Helps students with learning activities in class. Within his or her competence, the employee helps a student to read and write and provides him or her with needed explanations; helps him or her with lessons and homework.
- Observes situations and works with students reacting to their environment; counsels them; applies, during fits, intervention techniques conducive to calm and order; coaches them in their behaviour modification process; provides support to the teacher so as to ensure an environment conducive to learning in the classroom.
- Applies communication techniques adapted to student needs.
- Informs students of the various disorders or dependencies and, if necessary, meets with them to provide them with advice, help or referrals to specialized resources.
- Supervises students who, following a sanction, must receive instruction in another room; helps them with their schoolwork; determines with the students concerned and with the staff involved in intervention efforts the conditions for reintegrating the classroom.
- May be required to accompany students with special needs on the arrival and departure of school buses.
- Records his or her observations and interventions, keeps files and prepares reports on a student's situation.
- Works, where necessary, with youth protection organizations and external interveners in matters pertaining, in particular, to parental abuse or negligence; where applicable, helps the school administration to conduct student searches.
- Meets with students, parents and teachers to provide them with advice, information and pertinent documents and referrals.
- If necessary, administers medication according to medical requirements and the school policy in effect and to the parents' instructions; administers first aid.
- May be required to use a computer and the various software needed to perform his or her duties.
- May be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.
- If need be, performs any other related duty.

Required qualifications:

- Hold a Diploma of College Studies in Special Care Counselling or a diploma or an attestation of studies recognized as equivalent by the competent authority.
- Hold a certificate dated no more than three (3) years attesting to the successful completion of:
 - a standard first aid course of a minimum eight (8)-hour duration;
 - a refresher course of a minimum six (6)-hour duration updating the skills acquired in the course mentioned in paragraph 1.

Working conditions:

- **Salary:** \$22.09 – \$30.94 per hour (based on qualifications and experience)

APPLICATIONS MUST BE SENT TO:
jobs_emplois@wqsb.qc.ca
Subject: Spec. Ed. Tech. - Bank
Att: Mike Dubeau, Director H.R.

Only those candidates chosen for interviews will be contacted.

The Western Québec School Board applies an Equal Access Program and encourages Women, Aboriginal peoples, members of Visible and Ethnic minorities and persons with Handicap to apply.