



Signing Assistant Administrative Procedure 2.B.80

2.0 Human Resources
2.B. Position Descriptions

Board Governance Policy Cross Reference: 1, 2, 3, 16, 17

Legal Reference: *Education Administration Act 23/2000*

Administrative Reference: Educational Assistants, 2.B.130

Date Adopted: October 2017

Date Amended: March 2018, January 2025

PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of this position of trust in our public school system.

GENERAL POSITION DESCRIPTION

The Signing Assistant will work with a student who is hard of hearing to support student specific programming. Further, the Signing Assistant will work as a collaborative member of the school team, providing support for other students and general supervision as programming permits.

The Signing Assistant will be supervised directly by the principal. The principal may designate a teacher to provide direction to the Signing Assistant. The principal will be responsible for the evaluation of the Signing Assistant.

RESPONSIBILITIES AND DUTIES

You will be a member of the educational team, and will:

- Provide learning support using American Sign Language (ASL);
- Provide interpreting in the classroom, platform interpreting, one to one or in small groups as needed;
- Assist and support the students in the classroom;
- Assist the student by following the IEP planning goals and implement programming under the direction of the teacher and resource teacher;
- Do general indoor and outdoor supervision of students;
- Attend meetings and share information regarding the student;

- Support student in school activities and help with clear communication for co-curricular activities, parent meetings and other occasions that may arise;

DUTIES may also include:

- Assisting in meeting the emotional, physical, academic & behavioural needs of student;
- Encouraging involvement in individual and group activities;
- Keeping the student on task;
- Checking hearing aids;
- Other general duties to support the needs of the school (including supervision).

SKILLS / QUALIFICATIONS

- Genuinely committed to helping children learn;
- Able to provide academic support to students with academic and/or behavioural challenges;
- Able to develop strong relationships with children;
- Able to de-escalate situations, problem solve and act independently;
- Knowledge of the basic principles of educational practices, the function of support service, and the role of the interpreters as part of an educational team;
- Demonstrate your experience working as a team member;
- First Aid/CPR;
- Ability to meet the physical demands of position.

EMPLOYMENT REQUIREMENTS

- Assiniboine Community College American Sign Language, Vista Signing Naturally program (ASL 101/102/103 and 201/202/203), and/or Equivalent, as determined by the Superintendent (or designate)
- Previous practical experience (one (1) to two (2) years) in working or interacting with Deaf/HH persons, especially children.
- Education Assistant course or equivalent experience and qualifications as determined by the division