

# CANADIAN 神 ACADEMY 戸

Job Description

## Learning Support Assistant

Last updated: March 2023

### Position Summary

Learning Support Assistants are expected to be fully aware of, and align their beliefs, values and educational practices with the Mission and Vision statements of Canadian Academy, as well as the CA Learning Principles, protocols, and programs that frame the conditions for learning. Learning Support Assistants are primarily responsible for the students on their caseload. These may be students being overseen by the learning support or EAL department. However, their strategies and support may also benefit the learning of other students in the class.

### CA Mission & Values

All employees are expected to perform the duties of their employment conscientiously and in alignment with the School's Core Values, Mission, and Objectives.

### Desired Qualifications:

- Experience working with students in a school environment
- Appropriate certification and training in the field of education
- Ability to collaborate effectively as well as build positive working relationships within the school community
- Ability to respond positively and with resilience to quick or unexpected changes in circumstances
- Ability to communicate effectively with leadership, faculty, parents and students
- Ability to develop and maintain documentation relevant to student learnings

### Roles and Responsibilities:

- Assists the teacher and the student to implement the Individual Education Plan (IEP), Action Plan (AP) or EAL goals

- Supports and contributes to the teacher's differentiation of tasks and assessments to meet students' needs at an individual level
- Maintains appropriate records of their caseload students' support enabling effective communication of student progress to teachers and parents
- Understands and follows the norms of collaboration at Canadian Academy
- Attends and contributes to the grade-level or other relevant team meetings and activities as an advocate of their caseload students
- Works alongside classroom teachers by assisting in the teaching, assessment, and recording of student progress
- When appropriate, supports student(s) outside scheduled class, to provide targeted instruction or tasks in the areas of need
- When appropriate, assist the Student Services Team in the development of an Individual Education Plan (IEP), Action Plan (AP) or EAL goals
- Participates in faculty meetings and Professional Development as appropriate or as requested by the Principal
- Supervises CA students when requested by the Principal

### **Child Protection**

It is the goal of the Canadian Academy to maintain a school environment for all students free from abuse. All Canadian Academy employees share a collective responsibility for the safety of Canadian Academy students. No Canadian Academy employee may engage in any activity constituting abuse.

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.

### **General Terms & Conditions**

- All employees of Canadian Academy are required to comply with the school's Code of Conduct and all other school policies.
- In keeping with Canadian Academy's commitment to lifelong learning, all employees are expected to embrace and participate in the school's professional learning program.
- This role also includes any duties other than those listed above which may reasonably be requested by the supervisor or the Headmaster.
- The School reserves the right to update this Job Description from time to time depending on evolving organizational needs.