



9. Under the direct supervision of a teacher or other support professional, assist designated disabled students in the development of gross and fine motor abilities and basic life skills by demonstration, physical assistance and manipulation;
10. Observe and discuss the progress of students with teacher, other supportive professional staff, and, if requested by the classroom teacher, with parents/guardians;
11. Exercise judgment in modifying student behavior by restraining, directing, disciplining and rewarding students within pre-established guidelines;
12. Based on the needs of individual students, provide designated disabled students with assistance in dressing, eating, toileting, and transportation. An Instructional Assistant may administer medication in accordance with Board of Education Policy;
13. Under the direct supervision of a teacher, assist students who are deaf by serving as a facilitator of communication between the student and others including teachers, other service providers and peers within the educational program;
14. Perform such other duties and tasks as may be required due to the specialized nature of a students' particular education program;

**Supervision of Staff:**

This position does not involve supervision of staff.

**Judgment, Teamwork, Independence and Client Contact:**

1. At no time should an Instructional Assistant discuss in public information pertaining to a student. An instructional assistant is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct.
2. An Instructional Assistant is expected to work independently.
3. An Instructional Assistant is expected to work jointly with other staff, teachers and school-based administration on a daily basis.
4. Interactions with students, parents and the public in general are to be cordial and respectful at all times.

## **Developmental Centre Instructional Assistants Duties and Responsibilities while on the School Bus**

The main responsibility of the Instructional Assistants is to supervise the Developmental Centre students, specifically all assistants will do the following:

1. Follow all rules and regulations as set out by the Prairie South School Division Bus authorities.
2. Give assistance to Developmental Centre students to enter and exit the bus.
3. Supervise Developmental Centre students while the bus is en-route.
4. Be familiar with the medical needs of Developmental Centre students on the bus.
5. Handle any medical problems as per school protocol.
6. Report any medical emergency to the bus driver for immediate action.
7. Under the direction of the bus driver assist in evacuations procedures. Should the bus driver be incapacitated, stay with the students on the bus (unless circumstances dictate otherwise) and phone for help.
8. In case of fire, evacuate the students first.
9. In case of emergency, assist the driver with all students on the bus.