

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Diversity Education Teacher

REPORTS TO: Directly: Superintendent of Learning
Indirectly: School Principal

Purpose:

Diversity Education Teachers are professionals trained in the education of exceptional children and are considered to be leaders in the area of diversity education. They provide services that include: assessment; individual instruction; small group instruction; co-teaching; support to classroom teachers in planning and developing adaptive programs; instructional support for educational assistants as well as communication with parents, other team members and outside agencies.

Required Education, Knowledge, Qualifications and Experience:

- Bachelor of Education Degree from an institution recognized by the Ministry of Education
- Saskatchewan Professional “A” Teaching Certificate
- A special education certification or working towards the certification with defined timelines is an asset
- Successful teaching experience with diverse or intensive needs students would be an asset
- Demonstrated knowledge of Saskatchewan Core Curriculum and Ministry initiatives
- Knowledge of the role of other Human Service Agencies in the support of learning

Required Skills and Abilities:

- Ability to maintain strict confidentiality
- Ability to establish a strong rapport with students, families and school personnel
- Ability to work as a team player
- Strong expressive communication skills
- Ability to write reports requiring meaningful interpretations of data, accuracy, readability and editorial correctness
- Excellent interpersonal skills
- Display a positive attitude and work ethic
- Knowledge of computers and applicable software
- Ability to provide personal care for a student with intensive needs
- Ability to lift up to 60 pounds without a lift and up to 120 pounds with 2 man lift or with mechanical lift
- Ability to handle physically/emotionally demanding children (ie. aggressive, hyperactive)

Supervision of Other Staff:

This position does not involve the supervision of other staff.

Duties and Responsibilities:

Without restricting the generality of the purpose above, the Diversity Education Teacher shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Participate as an active member of the student services team in carrying out the operational practices as outlined in the Response to Intervention and Instruction framework.
- Maintain current knowledge of recommended instructional strategies and multiple methods for teaching as outlined in Saskatchewan curriculum

- Assist classroom teachers in developing classroom programming for students with diverse needs.
- Monitor and implement recommendations made by specialists for students with diverse needs.
- Inform relevant Student Support Services specialists about reports received from outside agencies.
- Participate and facilitate in providing differentiated instruction in classrooms.
- Consult and cooperate with classroom teachers on matters relating to program materials, instructional techniques, and student information (e.g. autism, FASD, learning disabilities, multiple intelligences, behavioural disorders, etc.).
- Report progress to parents in consultation with the classroom teacher at each reporting period or more frequently as required.
- Consult with classroom teachers in developing and maintaining Inclusion and Intervention plans (IIP).
- Co-construct safety plans for students requiring intensive behavioural supports.
- Communicate with the school administration regarding the progress of students with diverse needs.
- Facilitate team meetings for students receiving Tier 3 interventions.
- Communicate and collaborate with school and division based teams.
- Manage all in-school data pertaining to students with intense needs.
- Assist with transition planning for students with intense needs.
- Perform additional duties as may be assigned by the principal.
- Be willing to engage in life-long learning with respect to training and professional development.
- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students, parents and the public.
- Attend meetings as requested.

Judgment, Independence and Client/Peer Contact:

Confidentiality

At no time should a Diversity Education Teacher discuss, in public, information pertaining to a student. A Diversity Education Teacher 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. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

Independence

The Diversity Education Teacher is expected to work independently as well as a team member of School-based staff, the Student Services Team and the school-division.

Client/Peer Contact

This position involves working collegially with students, other support staff, teachers, parents, the division staff and school-based administration on a daily basis in support of the goals of the school.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned

Salary Grid: Teacher

The salary grid for the Diversity Education Teacher is tied to the following grid:

http://www.stf.sk.ca/services/pdf/provincial_collective_bargaining_agreement/provincial_collective_bargaining_agreement.pdf

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	May 2011
Reviewed:	September 2015