



# 2020/2021 CUPE Posting #53

Fax # (250) 949-8792

*"Bringing Learning to Life!"*

**December 4, 2020**

**TO CUPE LOCAL 401:**

Employees are hereby advised that the following **REGULAR** position is available.  
Applications should be received no later than **12:00 p.m. on Tuesday, December 9, 2020.**

**ASSISTIVE TECHNICAL TECHNOLOGY ASSISTANT w/ MASTERS DEGREE**

**\* Applicants with the lesser "Degree only" qualifications are encouraged to apply as they may be considered.**

Pay Rate:	\$30.13 -30.92 per hour depending on qualifications (interim rate – subject to job evaluation)
Location:	<b>Itinerant – District Wide</b>
Hours of Work:	6 hours per week, 10 months per year (September-June)
Start Date:	ASAP
Reporting To:	Ms. Christina MacDonald, Assistant Superintendent

**MAJOR DUTIES AND QUALIFICATIONS** – See attached job description.

Please direct all applications to: Mr. Ray McDonald, Secretary-Treasurer  
School District No. 85 (Vancouver Island North)  
P.O. Box 90  
Port Hardy, BC VON 2P0

cc: Ms. Christina MacDonald, Assistant Superintendent  
CUPE Payroll  
CUPE Local 401  
All Schools  
Port McNeill Maintenance  
Transportation  
School District Administration Office  
VINTA

**SCHOOL DISTRICT NO. 85  
(Vancouver Island North)**

**CLASSIFICATION DESCRIPTION**

**ASSISTIVE TECHNOLOGY ASSISTANT WITH MASTER'S DEGREE**

**DEPARTMENT: School**

**JOB SCOPE**

Reports to the Assistant Superintendent.  
Works collaboratively with all staff to support the use of assistive technology in all schools.  
Works without close supervision.  
Performs duties of a confidential nature.

**MAJOR DUTIES AND RESPONSIBILITIES**

Works collaboratively with Learning Assistance Teachers, Resource Room Teachers, classroom teachers and special education assistants to support the use of assistive technology in all schools.  
Consults with special education staff and other assistive technology professionals when necessary to identify a potential need for assistive technology.  
Provides recommendations, assists in selection, modification, and implementation of low, mid, and high technology solutions and devices.  
Provides instructional training and support in the use and identification of assistive hardware and software.  
Works with POPARD and SET-BC regarding assistive technology.  
Perform other duties necessarily incidental to those assigned above.

**QUALIFICATIONS AND EXPERIENCE**

Secondary school graduation (with Dogwood Certificate or equivalent).  
Master's Degree in Assistive Technology or equivalent, with courses applicable to work situation including courses in Education, Child Development, and courses specific to the assignment.  
Extensive knowledge of assistive technology (hardware and software, multimedia, and internet).  
Proficiency in using Assistive Technology.  
Ability to maintain good working relationships and communicate effectively with school staff, students and general public.  
Ability to work effectively with students with special needs.  
Ability to use a computer (word-processing, instructional software) for record keeping and assisting students.  
Ability to understand and effectively carry out oral and written instructions.  
Ability to perform heavy physical activity of short duration, e.g., lifting of students.  
Valid BC class 5 driver's licence.  
Valid Level I first aid certificate.  
Good interpersonal and communications skills.  
Four years recent experience working with students with special needs and assistive technology.

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Works with POPARD and SET-BC regarding assistive technology.  
Perform other duties necessarily incidental to those assigned above.

**QUALIFICATIONS AND EXPERIENCE**

Secondary school graduation (with Dogwood Certificate or equivalent).  
Degree in Child and Youth Care (University of Victoria) or equivalent, with courses applicable to work situation including courses in Assistive Technology, Child Development, and courses specific to the assignment.  
Extensive knowledge of assistive technology (hardware and software, multimedia, and internet).  
Proficiency in using Assistive Technology.  
Ability to maintain good working relationships and communicate effectively with school staff, students and general public.  
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Approved May 2015  
Reviewed Jun. 2016