



Tsi ionterihwaienhstahkwa ne Kahwatsiranó:ron  
Step By Step Child and Family Center  
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## **JOB DESCRIPTION**

### **General Information**

|                                 |   |
|---------------------------------|---|
| <b>Job Title:</b>               | <b>Inclusion Support Worker</b>   |
| <b>Sector:</b>                  | <b>Resource</b>   |
| <b>Terms:</b>                   | <b>Determinate Full-Time six (6) month contract (with the possibility of extension)</b> |
| <b>Date of Job Description:</b> | <b>April 2014</b>   |
| <b>Date of Revisions:</b>       | <b>November 2022</b>  |

### **The Incumbent**

|                            |   |
|----------------------------|---|
| <b>Name of Incumbent:</b>  |   |
| <b>Date of employment:</b> |   |
| <b>Supervisor:</b>         | <b>Pedagogy and Resource Services Coordinator</b> |
| <b>Name of Supervisor:</b> | <b>Melissa Lasante</b>                            |

### **General Description of the Job**

Under the supervision of the Pedagogy and Resource Services Coordinator, the Inclusion Support Worker is responsible for providing care and support to children presenting with particular needs, their families as well as the educators. The Inclusion Support Worker assists with the health, well being, safety, integration, and educational needs of the children in order to maximize their belonging, learning and participation in the center.

| <b>Description of the Job</b>  |  |
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| <b>Responsibilities</b>  | <b>Tasks</b>   |
| <p>To implement the service program as outlined in the Individualized Education Plan of respective children.</p>   | <ul style="list-style-type: none"> <li>- Collaboration with the classroom and Resource team regarding strategies for supporting the child to achieve objectives.</li> <li>- Participation in the preparation of materials for IEP implementation.</li> <li>- In consultation with Teachers and Resource, monitors the educational programming and strategies in place to address the students' needs.</li> <li>- To support teachers and TA's in implementing the IEP's as well as the appropriate educational strategies.</li> <li>- To provide direct support to students as needed.</li> <li>- To accompany students with diverse needs as necessary (class time, transitions, in-class, lunchtime, etc.).</li> </ul>   |
| <p>To assist in the implementation of the Early Childhood Education Programming and consideration of the children with challenging needs; acts as a floating substitute in classrooms requiring additional support as the needs arise and as determined by the supervisor.</p> | <ul style="list-style-type: none"> <li>- Supports the teacher in running the day-to-day programming according to the teacher's plan and goals.</li> <li>- Provides recommendations/suggestions for the effective inclusion of children with challenging needs.</li> <li>- Assists the classroom team to implement the recommendations of the Resource Team.</li> <li>- Helps maintain a positive, pleasant and productive atmosphere in the classroom.</li> <li>- Brings to the attention of teachers suggestions or concerns and helps develop solutions and/or follow-up.</li> <li>- To assist educators in facilitating integration of children with IEP/FSP's.</li> <li>- Assists children with diverse/challenging needs with personal hygiene including and not limited to, toileting, washing, feeding, dressing, etc.</li> <li>- Assists child with mobility where necessary including and not limited to within the Center or classroom, outside at parks or on excursions.</li> <li>- Assists children with communication with the aid of created visual cues/aids.</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>- Monitors and communicates ongoing progress Model appropriate interactions that support the social, emotional, cognitive, physical, and creative aspects of the children’s development.</li> <li>- May be asked to attend meetings with parents, specialists, educators, etc.</li> </ul>  |
| To maintain on-going professional development.  | <ul style="list-style-type: none"> <li>- Attends workshops, training sessions and staff meetings when requested.</li> <li>- Reads book and magazines on Early Childhood Education, IEP and new trends in education.</li> <li>- Continues to enhance the Mohawk culture and language.</li> </ul>   |
| To support good communications with parents, families and the community.  | <ul style="list-style-type: none"> <li>- Promotes a positive image for the center and resources.</li> <li>- Welcomes parents and/or families using positive relationship building attitude.</li> <li>- Utilizes a positive communication approach with families and staff members.</li> <li>- Informs teachers of health, social and security issues concerning a child.</li> </ul> |
| To perform any and/or other job related duties as required by the position and in relation to the floating substitute role.   | <ul style="list-style-type: none"> <li>- The duties must be job relevant and related to the Vision, Mission and Mandate of the center.</li> <li>- All duties will take into consideration the knowledge, skill and ability of the individual.</li> </ul>  |
| <b>Working Conditions</b>   |   |
| <p>The employee must be familiar with the use of general office equipment such as: computer, printer, fax machine, laminator.</p> <p>The employee must be able to work under pressure and in potentially high stress situations.</p> <p>The employee is regularly expected to sit, stand, crouch, kneel and lift while performing the duties of the job.</p> <p>After a period of training, the employee is expected to be able to use safe and respectful holding and child containment techniques in order to ensure the safety of all.</p> |   |

### **Contacts**

**Pedagogy and Resource Services Coordinator:** to work under the supervision

**All Staff:** to answer or direct any job related inquiries to appropriate person

**Children & Families:** to discuss any general classroom procedures or matters as directed by his/her supervisor

**Internal Committees:** to participate and contribute on committees of interest

### **Accountability**

- To assure the wellbeing and safety of children at all times
- To help deliver a quality early childhood education program
- To maintain confidentiality
- To provide quality support and care to the families
- To adhere to the safety of children, staff and parents when on premises
- To maintain a positive image of the center for the public, families, and children

### **Qualifications**

#### **Certification and/ or level of formal education:**

- D.E.C. in Early Childhood Education (ECE) with two (2) years of experience working with young children in a center based setting and/or is currently pursuing further education in the ECE field
- Experience working with children having various challenging needs ( i.e. developmental difference, issues requiring emotional and/or behavioral support)
- Must not be guilty of a criminal offense in a matter related to the job

#### **Skills requirements:**

- Strong interpersonal skills and ability to work in a team
- Ability to work in an inclusive environment
- Ability to demonstrate creativity and flexibility
- Must possess strong communication skills
- Knowledge of Mohawk culture and language is an asset, willingness to learn is essential
- Capable of working in English and working knowledge of French is an asset.
- Strong leadership, teambuilding, organization and negotiation skills.
- Strong interpersonal communication skills and competence in conflict resolution.
- Ability to demonstrate sound judgment when providing services to students with diverse or special needs and their families.

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Signature of Incumbent

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Date

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Signature of Supervisor

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Date