

JOB OPPORTUNITY RH2526-24

SPECIAL EDUCATION TECHNICIAN
PART TIME, 25 HOURS PER WEEK
MOUNTAIN RIDGE SCHOOL
VIEUX-FORT, QUÉBEC

DATE OF PUBLICATION: JUNE 18, 2025

NATURE OF THE WORK

The principal and customary work of an employee in this class of employment consists in working with a multidisciplinary team to apply special education techniques and methods in keeping with an individualized education plan intended for handicapped students or students with social maladjustments or learning difficulties or in keeping with a program designed for students requiring specific support.

CHARACTERISTIC FUNCTIONS

Under the responsibility of the school administration and in conjunction with the multidisciplinary team, he or she participates in developing and drawing up an individualized education plan; selects the measures designed to attain the objectives determined, develops his or her action plan and applies the measures; assesses whether the objectives were attained and participates in evaluating the plan.

He or she prepares, organizes and conducts educational or pedagogical support activities as well as cultural, recreational and sports activities designed to develop social, cognitive, psycho-motor, communication or other skills; selects, prepares and, if necessary, ensures that the necessary material is adapted or constructed for these activities. He or she works with other staff to determine and carry out other educational activities, such as the organization and supervision of practicums in the workplace.

He or she helps students with learning activities in class. Within his or her competence, the employee helps a student to read and write and provides him or her with needed explanations; helps him or her with lessons and homework.

He or she observes situations and works with students reacting to their environment; counsels them; applies to students in crisis situations intervention techniques conducive to calm and order; coaches them in their behavior modification process; provides support to the teacher to ensure an environment conducive to learning in the classroom.

He or she applies communication techniques adapted to student needs.

He or she informs students of the various disorders or dependencies and, if necessary, meets with them to provide them with advice, help or referrals to specialized resources.

He or she supervises students who, following a sanction, must receive instruction in another room; helps them with their schoolwork; determines with the students concerned and with the staff involved in intervention efforts the conditions for reintegrating the classroom.

He or she may be required to accompany students with special needs on the arrival and departure of school buses.

He or she records his or her observations and interventions, keeps files and prepares reports on a student's situation.

He or she works, where necessary, with youth protection organizations and external interveners in matters pertaining to parental abuse or negligence; where applicable, helps the school administration to conduct student searches.

He or she meets with students, parents and teachers to provide them with advice, information and pertinent documents and referrals.

If necessary, he or she administers medication according to medical requirements and the school policy in effect and to the parents' instructions; administers first aid.

He or she may be required to use a computer and the necessary software to perform his or her duties.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

ROLE AND RESPONSIBILITIES

- Support preschool students with special needs (including students with ASD profiles) and different levels of autonomy.
- Work in close collaboration with the teacher.
- Participate in developing and writing the intervention plan for students with special needs.
- Develop, organize and lead educational, pedagogical, cultural, recreational and sports activities aimed at developing social, cognitive, psychomotor, communication and other skills.
- Observation of the situation and intervention with students reacting to their environment. Usage of crisis intervention techniques to restore calm.
- Support students in their efforts to modify their behavior and assist teachers to ensure a climate conducive to learning in the classroom.
- Meet with parents, staff and students to advise, inform and provide relevant recommendations.

REQUIRED QUALIFICATIONS

Hold a Diploma of College Studies in Special Care Counseling or a diploma or an attestation of studies recognized as equivalent by the competent authority.

Knowledge of the preferred approaches with special needs students, or interest in training to improve skills.

SALARY AND WORKING CONDITIONS:

- Salary between \$ 27.71 and \$ 39.88;
- An isolation premium (\$ 10 066 or \$ 16 102).

BEGINNING OF EMPLOYMENT: August 26, 2025

CLOSING DATE: July 15, 2025

Applications must be sent to the Human Resources Service to the following email address:
recrutement@cssdulittoral.gouv.qc.ca.