

# School Learning Support Officer



Under the supervision and direction of a teacher a School Learning Support Officer, in respect of students enrolled in special schools and classes, is responsible to the Principal or the supervisor for:

<h1>Duty</h1>	Does this accurately capture the current work/duties/tasks and responsibilities of this position?	How has this duty changed over time?
providing assistance in school routines;		
classroom activities; and		
the care and management of students with disabilities and behaviour disorders.		

**A School Learning Support Officer is required to assist teachers in school and community settings in:**

the implementation of individual education programs and individual transition programs;		
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<h1>Duty</h1>	Does this accurately capture the current work/duties/tasks and responsibilities of this position?	How has this duty changed over time?
providing opportunities for students to develop personal, social, independent living and pre-vocational skills;		
toileting and personal care needs of students at all age and dependency levels, to include washing, bathing, showering and changing;		
washing of soiled items of clothing and nappies and in the disposal of used sanitary items;		
direct food preparation and assisting students with eating and drinking;		
the implementation of travel training programs;		

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<h1>Duty</h1>	Does this accurately capture the current work/duties/tasks and responsibilities of this position?	How has this duty changed over time?
the supervision of students on excursion, work experience and travel training programs;		

## Supervision of students with severe and/or multiple, physical and/or intellectual disabilities which can involve:

Office management including development and maintenance of administrative systems.		
frequent physical lifting, also involving changing students from one piece of equipment to another;		
therapy or nursing type duties (which include duties carried out under the guidance of professional staff);		
administering prescribed medication, keeping medication register;		

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minor maintenance of physical and or electronic equipment used by students;		
organising the regular servicing of physical and or electronic equipment used by students;		
serving as part of a transdisciplinary (educational/therapy) team in the development and implementation of individual educational programs;		
communicating with students using an augmentative communication system most appropriate to the needs of students;		
taking performance data during the implementation of individual educational programs.		

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## Duty

Does this accurately capture the current work/duties/tasks and responsibilities of this position?

How has this duty changed over time?

### Administration

Operating audio-visual aids, computers and other teaching equipment.		
Recording school broadcasts and telecasts and maintaining a catalogue of records, cassettes, video-tapes and other audio-visual software.		
Duplicating materials and photocopying.		
Issuing learning materials from resource rooms.		
Arranging furniture within classrooms where required.		

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<h2>Duty</h2>	Does this accurately capture the current work/duties/tasks and responsibilities of this position?	How has this duty changed over time?
Managing lost property and clothing pools.		
Performing minor clerical duties.		
Caring for sick students and, when in receipt of a first aid allowance, administering minor first aid.		
<b>Other Duties</b>		
Undertaking other related duties as determined by the Principal or the supervisor.		

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## Duty

Does this accurately capture the current work/duties/tasks and responsibilities of this position?

How has this duty changed over time?

**Please add any duties not listed above**
