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## **For School Learning Support Officers**

### **Role Statement (2012)**

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:

- 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;
- Providing opportunities for students to develop personal, social, independent living and pre-vocational skills;
- Toileting and personal care needs of students at all ages 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;
- The supervising of students on excursion, work experience and travel training programs;
- Supervision of students with severe and/or multiple, physical or intellectual disabilities which can involve:
  - Frequent physical lifting, also involving changing students from one piece of equipment to another.
  - Therapy or nursing type duties (including duties carried out under the guidance of professional staff)
  - Administering medication and keeping a medication register.
  - Minor maintenance of physical and/or electronic equipment used by students.
  - Organising the regular servicing of physical and/or electronic equipment used by students.
  - Servicing as part of a transdisciplinary (education/therapy) team in the developing and implementation of individual educational programs; communicating with students using an augmentative communication system most appropriate to the needs of students.

#### **1. 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

Managing lost property and clothing pools

Performing minor clerical duties

Caring for sick students, and when in receipt of first aid allowance, administering minor first aid.

#### **2. Other duties**

Undertaking other related duties as determined by the principal or the supervisor.