



JOB DESCRIPTION

Salary Grade: 5

10 month position

Job Title:	Division:
Instructional Assistant	Field Operations
Supervisor's Title:	Superintendency:
Principal	Field Operations
Union Status:	Department/Location:
CUPE 1328 - SBESS	Secondary Schools

PRIMARY FUNCTION

The primary function of this job is to assist a department in the provision, maintenance and management of educational services to all students.

MAIN RESPONSIBILITIES

1. Assist teachers in an instructional capacity by:
 - responding to basic questions on course/module material, e.g. basic questions on content; definition of words, terminology, etc.
 - reinforcing concepts previously taught by teachers in the department

- maintaining a basic knowledge of subject specific - books and other resource materials, as directed by Department Head/Principal, and
 - guiding students in the use of appropriate resources.
2. Assist teachers in the management of the resources of the department by:
- ensuring availability of course material
 - photocopying, e.g.: resource materials, tests, etc., as requested by the teachers
 - distributing resources to students to enable them to complete their module work
 - using a computer scanner and bar code system or equivalent to register the sign-out of resources
 - directing students to main library for resources not found in the department
 - setting-up and operating equipment, including trouble shooting if necessary, as per weekly seminar schedule
 - collecting students' home/unit work, date-stamping and forwarding to the appropriate teacher's in-basket
 - maintaining file system of all students' work, and
 - assisting in the scheduling and posting of approved information, seminar schedules, student work etc.
3. Assist teachers in the maintenance of the department resource area policy, proper order and discipline, by:
- monitoring student behaviour through active presence
 - assisting teachers with supervising students, e.g.: exams, tests, out of school trips
 - referring disciplinary matters or inappropriate student behaviour to teacher
 - requiring students to adhere to the code of behaviour and policy established for the school and the department, and
 - ensuring that students who are required to sign-in and out either through their agenda book or for seminars are registered properly.
4. Assist in the development and maintenance of department resources, by:
- developing and maintaining a data bank of all department resource material by: writing/placing the identification code in each text (grade and number of book); selecting the appropriate menu item in the computer to enter data for bar code purposes; entering the appropriate data for each text, e.g. price, no. of days of loan, damage and loss fee, bibliography, etc.

- collect monies from students on behalf of teachers e.g. course fees, special events, trips
- keyboarding any revisions to units/tests/exams as per teacher request, and
- keeping textbooks in repair, e.g. using tape to repair torn pages, etc.

5. Perform other related duties as assigned or required.

SKILL

- Secondary School graduation plus additional course work, or equivalent, basic knowledge specific to subject area, ability to use a computer
- One year prior related experience and 6 months on-the-job experience.

EFFORT

- Effort required relates, in part, to the complexity of the job. Necessary to maintain a level of knowledge of the various modules and basic course content while engaging in various classroom activities, computer work, resource management, etc.
- Physical effort requires that one spend the majority of their time standing up, circulating amongst students, assisting students, working behind the resource counter (shelving/retrieving books, kits, etc.), and remaining time on computer.

RESPONSIBILITY

- Accountable for responding to students' queries (questions on course content) requests (sign out/in, request for units etc.). Accountable for responding to the requests of the teachers and department head. Accountable for the timely and effective completion of daily responsibilities.
- Errors in directing students (e.g. sources, texts, answers to course content, etc.) could inconvenience student and delay progress. Errors in signing students in and out; loaning and receiving books, units, etc. could result in poor and inaccurate records and could result in the loss of school property; errors in performance of duties would result in the involvement of teachers/department head, thereby inconveniencing them.
- Contacts with teachers and department head to ensure the effective delivery of programs. Human relations skills when dealing with students.

WORKING CONDITIONS

- Open concept working environment – work in a resource area with students and teachers - noisy at times and full of activity.
- Stress from continuous contact with students and responding to their requests. Stress from dealing with the priorities of department and the teachers assigned to the department.

Management Approval

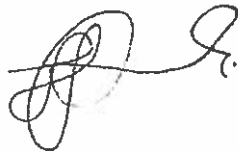
Date



October 16, 2009

Management Approval

Date



October 16, 2009

Reviewed by Management

Date

Reviewed by Union

Date



October 16, 2009

October 15, 2009