

SCHOOL DISTRICT #64 (Gulf Islands)
Job Description
Classroom Education Assistant, Art Program

SUMMARY

Under direction provides technical and instructional support to the visual arts program in a secondary school setting.

DUTIES

Under direction:

- Supports student learning
- Monitors, organizes and maintains tools and materials used by students
- Procures supplies and maintains inventory of materials.
- Tests and prepares glazes and assists students with glazing techniques.
- Demonstrates clay techniques.
- Loads, fires and unloads kiln.
- Prepares developing chemicals, develops film and prints pictures.
- Sets up displays of student work
- Supports the Advanced Placement Studio Arts Program
- Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description

QUALIFICATIONS

- Grade 12.
- Two-year diploma in art.
- Current First Aid Certificate with CPR
- WHMIS training
- Demonstrated ability to perform tasks in a computerized work environment
- Documented evidence of exemplary interpersonal skills, and ability to work as a team member
- Five years experience in related work.

Or an equivalent combination of training and experience.

RELATIONSHIPS

Responsible to school principal.

APPROVED

On behalf of:
School District #64 (Gulf Islands)

Original signed by:

Rod Scotvold
Secretary Treasurer

January 29, 2010

On behalf of:
CUPE Local 788

Original signed by:

Mike Bath
President

January 29, 2010

Classification: Paraprofessional III

JJEC approved date: January 14, 2010