

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

SUMMARY

Under direction performs bilingual instructional and technical duties, display, record keeping and research for the French Program using computer and Internet.

DUTIES

Under direction:

- Demonstrates oral and written process(es).
- Provides students with bilingual instruction support.
- Produces reports, including tests/statistical reports
- Monitors student work/keeps completed work and progress records.
- Keeps up-to-date inventory of materials.
- Researches and collects materials and supplies for educational instruction.
- Creates displays for demonstration of student work.
- Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description.

QUALIFICATIONS

- Grade 12.
- Fluently bilingual in oral and written language.
- One year college level Education Assistant certificate.
- Working knowledge of relevant computer software/systems.
- Two years of experience in related work.
- Or an equivalent combination of training and experience.

RELATIONSHIPS

- Responsible to Principal, District French Program Coordinator.

APPROVED

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

Original signed by:

Rod Scotvold
Secretary Treasurer

November 26, 2003

On behalf of:
CUPE Local 788

Original signed by:

Kelly Blackwood
President

November 26, 2003

Classification: Paraprofessional III (Classroom)

JJEC approved date: November 20, 2003