

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

SUMMARY

Under direction provides technical and instructional support to technology education programs with emphasis on safety, equipment operation and shop practices.

DUTIES

Under direction:

- Supports student learning
- Maintains a safe, orderly instructional environment
- Demonstrates basic shop skills and safe operation of tools and equipment
- Assists the teacher in planning for instruction, monitoring, evaluating and reporting student progress
- Assists students to develop technological literacy and positive lifelong learning patterns
- Inventories and maintains tools and equipment in a safe and serviceable condition
- Researches, collects and orders materials for instruction
- Uses WHMIS
- Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description.

QUALIFICATIONS

- Grade 12
- Three years' experience in related fields (e.g. construction, metal, electronics, computer-aided drafting)
- Two years' experience working with adolescents in a school environment
- Ability to communicate information effectively
- Valid First Aid Certification w/CPR
- Current knowledge of technology education equipment
- Experience working with WHMIS and WCB safety procedures
- Current knowledge of career paths related to technology trades
- Documented evidence of exemplary interpersonal skills and ability to work as a team member

Or an equivalent combination of training and experience

RELATIONSHIPS

- Responsible to principal

APPROVED

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

On behalf of:
CUPE Local 788

Original signed by:

Original signed by:

Rod Scotvold
Secretary Treasurer

Larry Melious
President

November 25, 2015

November 25, 2015

Classification: Paraprofessional V

JJEC approved date: October 15, 2015