SCHOOL DISTRICT JOB DESCRIPTION CLASSROOM ASSISTANT - (PARA PROFESSIONAL II)

SUMMARY:

UNDER THE SUPERVISION OF DESIGNATED STAFF, ASSISTS TEACHERS AND OTHER PROFESSIONALS CARRY OUT THEIR TASKS WITH STUDENTS. PROVIDES SUPERVISION OF STUDENT(S) IN THE SCHOOL, ON THE PLAYGROUNDS OR ON FIELD TRIPS.

DUTIES

Under Supervision:

- -Implements individualized and/or group programmes designed to meet the needs of the assigned student or group of students in out-of-class or integrated settings, including English as a Second Language.
- -Modifies classroom and curriculum materials to meet the student and/or group's specific needs.
- -Implements and monitors behaviour modification programmes as designed by professional staff.
- -Provides regular supplementary reports to the classroom teacher on student progress and personal behaviour.
- -Assists student with basic computer programmes and computer equipment.
- -Operates and assists student(s) with special equipment including instructional aid communications equipment and musical instruments.
- -Supervises student(s) in the classroom, gym, on field trips and/or on the playgrounds during non-instructional periods.
- -Performs other assigned comparable duties which are within the knowledge and skills required by the job description.

QUALIFICATIONS

-Grade 12 or an equivalent combination of training and experience.

DESIRED ASSETS;

- -Previous experience in related work.
- Knowledge in specialized areas for example; English as a Second Language, basic computer skills, musical instruments.

RELATIONSHIPS:

-Responsible to the Principal of the school.

APPROVED

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

Secretary Treasurer

WAR 22 1991

On behalf of: CUPE local 788

VAC 02 (991

Date:

Date: