

**SCHOOL DISTRICT No. 64 (Gulf Islands)**  
**Job Description**  
**Classroom Education Assistant, French Program**

**SUMMARY**

Under direction provides instructional support in the French Immersion program.

**DUTIES**

**Under direction:**

- Supports student learning in a bilingual environment
- Assists students to develop second language literacy and positive lifelong learning pattern
- Assists the teacher in monitoring, evaluating and reporting student progress
- Researches, collects and inventories classroom materials and supplies
- Creates displays and instructional materials

Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description.

**QUALIFICATIONS**

- Grade 12
- Fluent in oral and written French and English
- Two years' experience working with middle years and secondary students in a school environment
- Ability to communicate information effectively
- 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 Responsible to Principal, District French Program Coordinator

**APPROVED**

On behalf of:  
School District No. 64 (Gulf Islands)

*Original signed by:*

Rod Scotvold  
Secretary Treasurer

October 18, 2017

On behalf of:  
CUPE Local 788

*Original signed by:*

Larry Melious  
President

October 18, 2017

**Classification: Paraprofessional III (Classroom)**

JJEC approved date: October 12, 2017