

Applicants: – Please do not remove this posting – **ask for a copy**

SCHOOL DISTRICT No. 64 (GULF ISLANDS)

INTERNAL JOB POSTING

Position: Classroom Assistant, Paraprofessional II
(Temporary, Ten-Month Payscale)

Location: Windsor House School

Qualifications: **See job description attached.**
Applicant must be prepared to support students outdoors for a portion of each week.

Hours of Work: (16.5) hours per week (.4714 FTE)
Schedule to be determined in consultation with Principal.

Job Rate: \$21.54

Start Date: January 8, 2018

End Date: June 28, 2018

Closing Date: 4:00 p.m., Thursday, December 21, 2017

Apply in writing to: Linda Underwood, Director of Instruction, Human Resources
School Board Office
c/o Dawne Fennell, Executive Assistant
Fax: 250-537-4200
Email: dfennell@sd64.bc.ca

Please apply in writing with an updated resume and supporting documentation that will ensure qualifications are met or exceeded for this position.

Please indicate clearly in your cover letter the position and posting number to which you are applying.

**This is a union position with C.U.P.E., Local 788.
(APPLICATIONS WILL BE RECEIVED FROM MEMBERS ONLY)**

DATE RECEIVED



Successful applicant: _____

L Underwood

Please copy to:

- Posting Email Reps. (CUPE)
- School Board Office
- Payroll
- Personnel
- Job Posting Website

**December 14, 2017
(WH CUPE Posting No. 10) (2017/2018)**

**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

Date: _____

MAR 24 1991

On behalf of:
CUPE local 788


President

Date: _____

MAR 22 1991