



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #CL-01

LABORATORY ASSISTANT

Location: Secondary Schools

SUMMARY:

Under the direction of the classroom teacher(s), the supervision of the Administrative Officer(s) or their designate, and the evaluation of the Administrative Officer(s), performs a variety of duties related to the maintenance and operation of the Science and/or Home Economics Laboratories.

DUTIES:

- Maintains accurate and sufficient inventory of chemicals, specimens, materials and equipment.
- Prepares chemicals, stock solutions materials and equipment for labs.
- Labels and organizes safe and secure storage of chemicals, materials, specimens and equipment to meet WHMIS requirements.
- Tests equipment operation to ensure proper functioning and makes simple repairs.
- Organizes for disposal of chemical wastes.
- Arranges clean up of hazardous chemical spills.
- Purchases supplies as authorized.
- May feed and care for small animals.
- Provides care and organization of labs and preparation rooms through provision of equipment and services such as cleaning fridges and stoves, doing laundry, etc.
- Cleans glassware when unusual techniques are required (acid or base baths, sterilization, etc.).
- Maintains lab safety equipment (eyewash fountains, sand buckets, aprons, etc.).
- Conducts year-end inventories.
- May assist in classrooms.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Minimum first year university or college level science

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

Tim Anderson
Secretary-Treasurer

February 7, 1994
Date

On behalf of:
C.U.P.E. Local 801

Celia Fisher
President

February 2, 1994
Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #CL-03

SPECIAL EDUCATION TEACHING ASSISTANT I

Location: All

SUMMARY:

Under the direction and instructional supervision of the teacher and/or Special Education teacher and the supervision and evaluation of the Administrative Officer(s), provides assistance in the delivery of regular or alternate programs of study with a group or individual students, to assist teacher and other professionals to carry out their work with identified students.

DUTIES:

- Assists in the implementation of the instructional program for any special education student as designated according to categories specified in the Special Education Services Manual (ED00249) or other designated students in a class or classroom.
- Monitors, observes and reports to the classroom teacher on student progress and, when possible, participates in team meetings regarding student progress.
- Supervises students, at times in the temporary absence of professional staff.
- Modifies classroom and curriculum materials to meet student and/or group specific needs as directed.
- Provides medical care to designated student(s) as directed by health professionals (eg. administering medication, monitoring for seizure severity, record keeping, etc.) where the consequences for error are not life threatening.
- Assists student(s) in developing problem solving, socialization and peer interaction skills.
- Assists with the implementation of behaviour modification techniques/conflict resolution strategies, problem solving models and assists with general classroom management.
- Assists with assessment of student's progress by compiling information regarding behaviour and recording individual progress, e.g. journals, observation sheets, as required.
- Works with parents, health care professionals and district staff under the direction of the teacher.
- Prepares and gathers a variety of materials, equipment and supplies as directed by the classroom teacher, e.g. worksheets, handouts, flash cards, charts, etc.
- Assists the teacher in the preparation of Individual Educational Programs.
- Carries out any or all duties under the classification of Supervision Assistant, as required.
- Reads to students or listens to students read; encourages students with work tasks; reinforces overall teacher expectations of students.
- Prepares classroom displays, bulletin boards.

Duties Continued:

- Operates standard office and classroom equipment; e.g. photocopier, A.V. equipment, computer.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other related duties as assigned.

QUALIFICATIONS:

- Grade 12 education or the equivalent
- Certification as a Special Education Teaching Assistant through an approved educational program
- Conflict resolution training
- Basic first aid course
- Fundamental knowledge of computers

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

Tim Anderson
Secretary-Treasurer

February 16, 1996
Date

On behalf of:
C.U.P.E. Local 801

Bev Drombolis
President

February 28, 1996
Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #CL-05

CHILD CARE WORKER

Location: District

SUMMARY:

Under the direction and instructional supervision of the classroom teacher and/or counsellor, and the supervision and evaluation of the Principal or designate, provides assistance in the delivery of regular or alternate programs with a group or individual students, to assist teachers and other professionals to carry out their work.

DUTIES:

- Works in collaboration with school staff and other agencies to foster and develop the individual student's potential.
- Provides counselling to students and parents, which may include crisis intervention and counselling, as required.
- Liaises with teachers and other school personnel, parents/guardians, social, legal and medical agencies.
- Assists with planning, development, implementation and monitoring of behaviour management programs including record keeping and follow up of student progress.
- Assists in the implementation of the instructional program for behaviourally disordered students or other designated students in a class or classroom.
- Assists with providing in-service for other staff members regarding behavioural management and social skills programs.
- Transports students to various locations, e.g. field trips and special events.
- Carries out any or all duties under the classification of Supervision Assistant, as required.
- Assists the teacher in the preparation of Individual Education Plans and report cards.
- Participates in team meetings regarding progress and placement of students.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and WorkSafeBC safety procedures.
- May be required to perform other related duties as assigned.

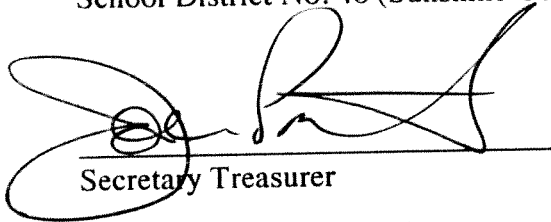
QUALIFICATIONS:

- Grade 12 graduation or the equivalent
- Minimum of four years experience working with school-aged children
- Certificate as a Childcare Worker from an approved college or vocational institution or equivalent
- Valid class 5 BC driver's license
- Conflict Resolution training
- Valid first aid certificate

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)



Secretary Treasurer

SEPTEMBER 14, 2011
Date

On behalf of:
C.U.P.E. Local 801



President

September 12/2011
Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #CL-06

SPECIAL EDUCATION TEACHING ASSISTANT II

Location: All

SUMMARY:

Under the direction and instructional supervision of the teacher and/or Special Education teacher and the supervision and evaluation of the Administrative Officer(s), provides assistance in the delivery of regular or alternate programs of study with a group or individual students, to assist teacher and other professionals to carry out their work with identified students.

DUTIES:

- Gives close continuous supervision on an individual basis within the following categories:
 1. physically dependent with multiple needs (i.e. the student requires assistance at all times for feeding, dressing, toileting, mobility and personal hygiene)
 2. severe behaviour disorders (i.e. the student consistently/persistently demonstrates extremely disruptive, antisocial behaviour and/or demonstrates profound withdrawal or internalizing behaviours which may be of danger to self and/or others)
- Provides personal assistance to students with physical handicaps in mobility, toileting, feeding, grooming, dressing and assists with gross motor skills programs and activities.
- Attends to the physical safety of student(s) ensuring emergency equipment and procedures are present, current and functional.
- Operates, adjusts and assists with specialized equipment e.g.; speech computer programs, personal communicator, light pointer, Life Skills equipment, wheel chairs.
- Provides medical care to designated student(s) as directed by health professionals (eg. administering medication, monitoring for seizure severity, record keeping, etc.) where the consequences for error could be life threatening.
- Communicates with students using sign language, Braille or other specialized skills as required.
- Assists in the implementation of the instructional program for learning disabled, mentally challenged or behaviorally disordered students or other designated students in a class or classroom.
- Monitors, observes and reports to the classroom teacher on student progress and, when possible, participates in team meetings regarding student progress.
- Supervises students, at times in the temporary absence of professional staff.
- Modifies classroom and curriculum materials to meet student and/or group specific needs as directed.
- Assists student(s) in developing problem solving, socialization and peer interaction skills.

Duties Continued:

- Assists with the implementation of behaviour modification techniques/conflict resolution strategies, problem solving models and assists with general classroom management.
- Assists with assessment of student's progress by compiling information regarding behaviour and recording individual progress, e.g. journals, observation sheets, as required.
- Works with parents, health care professionals and district staff under the direction of the teacher.
- Prepares and gathers a variety of materials, equipment and supplies as directed by the classroom teacher, e.g. worksheets, handouts, flash cards, charts, etc.
- Assists the teacher in the preparation of Individual Educational Programs.
- Carries out any or all duties under the classification of Supervision Assistant, as required.
- Reads to students or listens to students read; encourages students with work tasks; reinforces overall teacher expectations of students.
- Prepares classroom displays, bulletin boards.
- Operates standard office and classroom equipment; e.g. photocopier, A.V. equipment, computer.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other related duties as assigned.

QUALIFICATIONS:

- Grade 12 education or the equivalent
- Certification as a Special Education Teaching Assistant through an approved educational program
- Specialized training or experience specific to the needs of the identified students (e.g. Braille, Bliss symbols, etc.)
- Conflict resolution training
- Basic first aid course
- Fundamental knowledge of computers
- Physical capability to perform the job duties

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

Tim Anderson
Secretary-Treasurer

March 1, 1996
Date

On behalf of:
C.U.P.E. Local 801

Bev Drombolis
President

February 15, 1996
Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #CL-09

CAFETERIA TEACHING ASSISTANT

Location: All

SUMMARY:

Under the direction and instructional supervision of the teacher, and the supervision and evaluation of the Administrative Officer(s), assists in the delivery of a cafeteria program with students.

DUTIES:

- Performs general cafeteria duties such as planning menus, preparing and selling food, washing dishes, and cleaning equipment.
- Shops for, orders, picks up, receives and stores food and supplies.
- Operates equipment such as meat slicers, ovens and mixers and ensures that equipment is maintained in good working order.
- Maintains the cafeteria in an aesthetically pleasing manner.
- Participates in organizational meetings and assists in carrying out the recommendations of the team.
- Assists in the training of students who are part of the Cafeteria program.
- Carries out any or all duties under the classification of Supervision Assistant, as required.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 education or the equivalent
- Completion of a Culinary Arts Apprenticeship Program from an approved college or vocational institution or equivalent
- Valid Food Safe certificate
- Valid basic first aid course

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

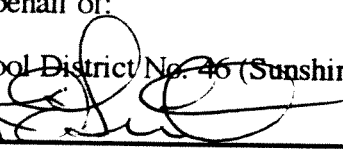
APPROVED:

On behalf of:

School District No. 46 (Sunshine Coast)

Secretary-Treasurer

Date



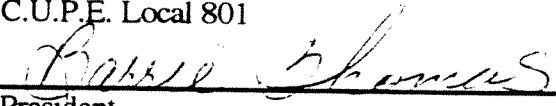
March 16, 2002

On behalf of:

C.U.P.E. Local 801

President

Date



April 17, 2002



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #CL-10

STRONG START PROGRAM WORKER

Location: District

SUMMARY:

Under the direction and instructional supervision of the Special Education teacher and the supervision and evaluation of the Administrator of Student Support Services, assists in the delivery of the Strong Start Family Centre program. The focus of the program is to engage parents and/or caregivers and their children in activities that concentrate on key aspects of family literacy, numeracy, parent support and education, stages of early childhood development and community resource sharing. Knowledge of Early Childhood Education is essential to this position.

DUTIES:

- Assists in the implementation of the Strong Start program.
- Prepares a variety of participant-oriented activities and ensure that the activities available for the children reflect the stages of child development and encourage creativity and language development.
- Creates and posts daily schedules for the program.
- Establishes positive working relationships with the community and partners, and positive connections with other service providers in the community.
- Establishes connections with teachers, support staff workers and administrative officers in the district's schools to facilitate a smooth transition for families into the formal school system.
- Uses verbal and written communication to interact with parents and/or caregivers and school personnel.
- Provides current information on early learning opportunities in the community.
- Is culturally sensitive, creative and resourceful to address the individual needs of the program participants.
- Participates in meetings and training sessions as necessary.
- Maintains the arts and crafts, equipment, materials, and nutrition supplies.
- Maintains daily statistics about client contact.
- Records monthly and quarterly statistics in required report forms for the District and the Ministry.
- Understands and works within District and Ministries policies and procedures.
- Performs all duties with a level of interpersonal skills appropriate to the position.

- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other related duties as assigned.

QUALIFICATIONS:

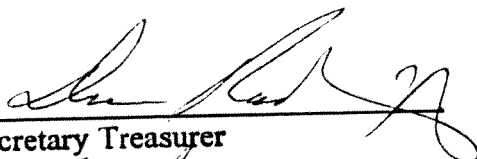
- Early Childhood Education Certificate
- A Community Care Facilities Branch B.C. License to Practice.
- A minimum of 5 years recent experience in a related field (e.g., Early Childhood, Social Work, Community Development), including experience working with children from birth to age 5 and their families in a facilitative role
- Valid Child Safe first aid certificate

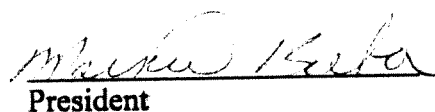
N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

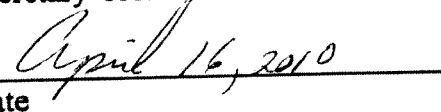
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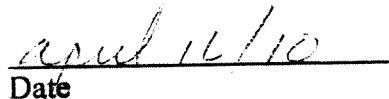
On behalf of:
School District No. 46 (Sunshine Coast)

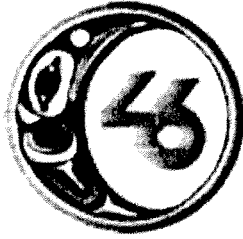
On behalf of:
C.U.P.E. Local 801


Secretary Treasurer


President


Date


Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #CL-11

THERAPIST ASSISTANT

Location: District

SUMMARY:

Duties are performed under the direction, supervision and evaluation of the Principal responsible for Student Support Services. The Speech-Language Pathologist, the Occupational Therapist and/or the Physical Therapist delineate intervention programs for students with a variety of challenges such as health, mobility issues, speech, language, cognitive and mental; the Therapist Assistant assists in the delivery of the programs.

DUTIES:

- Assists the Therapists in supporting teachers and Special Education Teaching Assistants in the delivery of specific and targeted educational intervention strategies for students by:
 - a. Preparing a variety of materials and supports for implementation of therapy interventions including visual schedules, social stories, etc. using Boardmaker, Clicker 5, and Kurzweil etc.
 - b. Preparing and programming augmentative communication devices including both low technologies such as Picture Symbols and diverse high technology devices (e.g. Dynavox and Prentke Rocich).
 - c. Helping to support the training of students, their teachers and support persons in a variety of mobility, communication, self-care, work and leisure activities
- Applies strategies and provides guidance that enables students to develop, maintain or restore physical, psychosocial, cognitive and/or communication skills according to the student's IEP.
- Observes students and reports to the Therapist and student's team on services delivered and student progress.
- Adjusts mobility devices such as wheelchairs, walkers, and lifts to specifically fit the student.
- Provides administrative and operational support to the therapy service such as managing and maintaining therapy supplies and equipment inventory and treatment information, manufacturing (e.g. sewing a fabric pocket for wheelchair to carry books, etc.) and assembling special equipment.

- Works collaboratively with Therapists and schools (including teachers, support staff workers, principals), and district-based partners.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and WorkSafeBC safety procedures.
- May be required to perform other related duties as assigned.

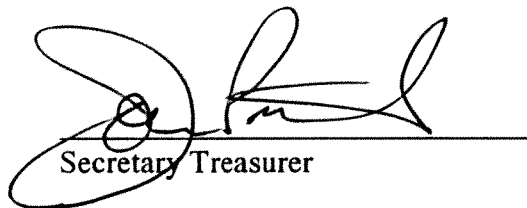
QUALIFICATIONS:

- Grade 12 graduation or the equivalent
- Rehabilitation Assistant Diploma from an approved college or vocational institution or equivalent
- Valid first aid certificate

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)



Secretary Treasurer

SEPTEMBER 14, 2011
Date

On behalf of:
C.U.P.E. Local 801



President

JULY 18, 2011
Date



School District No. 46 (Sunshine Coast)

DRAFT JOB DESCRIPTION #CL-12

STRONG START OUTREACH PROGRAM WORKER

Location: District

SUMMARY:

Under the direction and instructional supervision of the Early Learning Coordinator and the supervision and evaluation of the Administrator of Student Support Services, assists in the delivery of the Strong Start Family Centre program. The focus of the program is to engage parents and/or caregivers and their children in activities that concentrate on key aspects of family literacy, numeracy, parent support and education, stages of early childhood development and community resource sharing. The Outreach program makes use of a small bus as a portable classroom which enables the program to be delivered to rural areas throughout the District. Knowledge of Early Childhood Education is essential to this position.

DUTIES:

- Assists in the implementation of the Strong Start mobile outreach program. The outreach program delivery model is a classroom bus that travels throughout the district and the program worker will be responsible for driving the bus to pre-determined locations.
- Prepares a variety of participant-oriented activities and ensure that the activities available for the children reflect the stages of child development and encourage creativity and language development.
- Creates and posts daily schedules for the program.
- Establishes positive working relationships with the community and partners, and positive connections with other service providers in the community.
- Establishes connections with teachers, support staff workers and administrative officers in the district's schools to facilitate a smooth transition for families into the formal school system.
- Uses verbal and written communication to interact with parents and/or caregivers and school personnel.
- Provides current information on early learning opportunities in the community.
- Is culturally sensitive, creative and resourceful to address the individual needs of the program participants.
- Participates in meetings and training sessions as necessary.

- Maintains the arts and crafts, equipment, materials, and nutrition supplies.
- Maintains daily statistics about client contact.
- Records monthly and quarterly statistics in required report forms for the District and the Ministry.
- Understands and works within District and Ministries policies and procedures.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other related duties as assigned.

QUALIFICATIONS:

- Early Childhood Education Certificate
- A Community Care Facilities Branch B.C. License to Practice.
- A minimum of 5 years recent experience in a related field (e.g., Early Childhood, Social Work, Community Development), including experience working with children from birth to age 5 and their families in a facilitative role
- Valid Child Safe first aid certificate
- Valid Class 5 Drivers License

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.