

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows**

JOB DESCRIPTION

JOB TITLE: Classroom/Testing Centre Assistant

DATE: October 2011
REVIEWED: November 2016

PAY GRADE:

LOCATION: Various

SUMMARY: Assists in the execution of instruction related tasks that are routine in nature, designed to provide reinforcement of learning and information for the teacher relative to the pupil's learning. The job will vary according to the classroom and/or testing centre needs as determined by the teacher(s) or Principal.

DUTIES:

1. Coordinates and administrates student testing, alternate room bookings, student aid, and availability of tests, etc. as required.
2. Supports teacher to achieve skill levels and general learning objectives with individual students or groups.
3. Supervises students on a one-to-one or group basis in the reinforcement of academic examinations, life and social skills.
4. Assists students to develop long term study skills, work habits and positive attitudes towards learning and time management skills.
5. Prepares, modifies, duplicates, distributes, marks and files instructional and test materials, monitors test situations, and prepares classroom displays and bulletin boards, under direction of a teacher.
6. Assists student with computer equipment and software.
7. Assists in classroom and testing observations and anecdotal record keeping. Monitors attendance in the testing centre and provides reports to the teacher(s) and/or Principal.
8. Assists in maintaining order in the classroom and test centers by ensuring adherence to school rules and regulations such as incidents of cheating, inappropriate behaviour, etc.
9. Attends department, staff, professional development, or accreditation meetings as required.
10. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Successful completion of Grade 12 plus a recognized program in childhood education or equivalent training and/or successful experience in a similar position.
2. One (1) year experience working with children in a school environment.
3. Ability to supervise students and maintain order.
4. Ability to work independently with a high degree of flexibility.
5. Familiarity with computers including the internet.
6. Ability to function and communicate effectively as a member of a team in the support of academic programs requiring a high degree of courtesy, discretion and maintenance of confidentiality.
7. Ability to operate office equipment, computers and a variety of software programs.

JOINT COMMITTEE MEMBER'S SIGNATURES:

	
	