

**SCHOOL DISTRICT NO. 62 (SOOKE)**

**TITLE: DISTRICT- BUILDING TRADES EDUCATION ASSISTANT/BUS DRIVER**

**QUALIFICATIONS:**

1. Secondary school graduation.
2. Holder of a valid Carpenter's, TQ or equivalent. Class II B.C. Driver's License, with air brake endorsement.
3. Must be willing to obtain a valid First Aid Certificate at the earliest opportunity.
4. At least two years' experience as a carpenter in private fields and a minimum of one month experience driving school bus. (i.e. 80 hours)
5. Ability and patience to deal with children in a kind and diplomatic manner.
6. Up to date knowledge of Motor Vehicle Act, regulations, codes and safety standards.
7. Ability to read blueprints and effectively lay out work.
8. Demonstrated supervisory ability.
9. Patience with, and care for, young people, and a demonstrated aptitude for work to be performed.
10. Self-assurance with ability to speak fluently and communicate well.
11. Ability to get along well with others.
12. Able to work well under adverse weather conditions.
13. Good health and sufficient strength to perform a variety of manual tasks.
14. Experience with Project Based Learning (PBL) teaching techniques

**RESPONSIBLE TO:** Principal\Vice-Principal\Supervisor

**SUPERVISES:** Students as required in performance of job.

**JOB GOAL:** To ensure that school children arrive at destination in a safe and efficient manner.  
To assist in providing a well organized, smoothly, functioning class/learning environment performing skilled tasks in carpentry in which students can take full advantage of the instructional program and available resource materials.

**PERFORMANCE RESPONSIBILITIES:**

1. Drives the bus in a safe manner and adheres to route schedules as determined by the Principal\Vice-Principal\Supervisor
2. Checks the bus as required and reports any necessary repairs to the Transportation Supervisor and cleans the bus as required.
3. Conforms with the Motor Vehicle Act and Regulations.
4. Provides EA\ bus service to the district as directed by his\her Principal\Supervisor. Locations and runs will vary.
5. Instructs students on flooring, door frames, doors, window frames, staircases, stair treads, wall paneling, ceiling paneling, hardware, and similar structural elements.

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6. Instructs students on the erecting of scaffolding, formation of concrete forms, and similar nonstructural projects attendant upon repairs and construction. Instructs students on the proper use and care of hand tools (such as hammers, saws, chisels, planes), equipment (power saws, drills, rivet guns), hardware (nails, screws, glue), and materials (lumber, acoustic tiles).
7. Assists the teacher in shop preparation for activities under supervision of the teacher.
8. Assists the teacher and/or administration in duties relating to supervision of students.
9. Assists student during classroom activities, with clean-up of equipment, and in the care and maintenance of equipment and the preparation and control of materials. Recommends supplies and equipment for purchase, and maintains the inventory of equipment, hardware, materials, and supplies.
10. Assist students during classroom activities in all academic areas as well as trades.
11. First aid attendant for school and job sites
12. Keep first aid room clean and inventory up to date.
13. Participates in staff discussions of individual students programs, and acts as a member of a team to set individual goals, and may if requested, confer with parents.
14. Keeps in mind the safety of others including school children.
15. Ensures that the district complies with applicable by-laws and regulations.
16. Performs other duties as required.

**TERMS OF EMPLOYMENT:** Ten months per year.

## EVALUATION

DATE: November 19, 2015

JOB TITLE: Building Trades Education Assistant/  
Bus Driver

Factor	Degree	Points	Substantiating Data
1. Knowledge	3	45	Completion of Grade 12 plus an additional vocational programme of up to six months.
2. Experience	6	90	Three years and over.
3. Judgement	2	20	The job requires the application of established methods or procedures. Work may involve a choice of methods.
4. Concentration	4	40	Almost continuous periods of intermediate duration; <b>OR</b> Frequent periods of long duration.
5. Physical Effort	3	18	Light activity of long duration; <b>OR</b> Medium activity of intermediate duration; <b>OR</b> Heavy activity of short duration.
6. Dexterity	2	12	Employee is required to perform tasks that demand that accurate coordination of coarse movements, where speed is a secondary consideration.
7. Accountability	5	50	Actions could result in major loss of time or resources; <b>OR</b> cause severe embarrassment within the organization and have serious impact on its public image.
8. Safety of Others	4	32	High degree of care required to prevent injury or harm to others.
9. Supervision of Others			
10. Interpersonal Skills	5	50	Tact, diplomacy and human relations skills are required for frequent contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading or securing the co-operation of others.
11. Disagreeable Conditions	4	40	Minor conditions of almost continuous exposure; <b>OR</b> Major conditions of frequent exposure.
TOTAL POINTS		397	

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_