

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: **EDUCATION ASSISTANT - SCIENCES**

QUALIFICATIONS:

1. Completion of secondary school supplemented by Post Secondary undergraduate science courses.
2. Patience with, and care for, young people, and a demonstrated aptitude for work to be performed.
3. An ability to work well with other adults.
4. Self-assurance with ability to speak fluently and communicate well.
5. Appreciation of the confidential nature of all information relating to pupils, parents and teachers.

RESPONSIBLE TO: Principal/Vice-Principal or designate

SUPERVISES: N/A

JOB GOAL: To assist in providing a well organized, smoothly functioning laboratory environment in which students can take full advantage of the instructional program and available resource materials.

PERFORMANCE RESPONSIBILITIES:

1. Assists the teachers in the preparation of class displays and bulletin boards.
2. Prepares the laboratory for activities under supervision of the teacher.
3. Assists the teacher and/or administration in duties relating to supervision of students.
4. Assists the teacher with clerical tasks relating to science lab instruction.
5. Assists the teacher with clean-up of equipment.
6. Assists the teacher in the care and maintenance of equipment and the preparation and control of chemicals.
7. Performs related work as required.
8. To ensure the School District adheres to all the regulatory requirements pertaining to the management of hazardous materials (WHMIS).

TERMS OF EMPLOYMENT: During the school year of September through June on teaching days when students are normally in class.

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EVALUATION

DATE: June 21, 2019

JOB TITLE: Education Assistant – Sciences

Factor	Degree	Points	Substantiating Data
1. Knowledge	5	75	High school Grade 12 graduation plus an additional program(s) of over one and up to two years or equivalent.
2. Experience	4	60	One year and over.
3. Judgement	4	40	The job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation.
4. Concentration	3	30	Almost continuous periods of short duration; OR Frequent periods of intermediate duration; OR Occasional periods of long duration.
5. Physical Effort	2	12	Light activity of intermediate duration; OR Medium activity of short duration.
6. Dexterity	3	18	Employee is required to perform tasks that demand the accurate coordination of coarse movements, where speed may be a consideration. There is requirement for some fine movements.
7. Accountability	5	50	Actions could result in major loss of time or resources; OR 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.
10. Contacts	2	20	Courtesy and tact required in explaining, exchanging data or information.
11. Disagreeable Conditions	4	40	Minor conditions of almost continuous exposure; OR Major conditions of frequent exposure.
TOTAL POINTS		377	

APPROVED

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

On behalf of School District No. 62 (Sooke)

Date Signed: _____

Date Signed: _____