

**SCHOOL DISTRICT No. 59 (Peace River South)**

**and**

**BCGEU**

**JOB DESCRIPTIONS AND CLASSIFICATIONS**

**INDEX**

<i><b>JOB TITLE</b></i>	<i><b>GRID LEVEL</b></i>	<i><b>JOB NUMBER</b></i>
ABORIGINAL EDUCATION SUPPORT	5	6
BOOKKEEPER	6	2
COMPUTER MANAGED INSTRUCTION	3	32
EDUCATION SUPPORT WORKER	9	40
HEARING SUPPORT WORKER	7	38
INTERVENTION SUPPORT WORKER	7	33
LIBRARY EDUCATION SUPPORT	4	5
PAYROLL CLERK	7	7
PAYROLL COORDINATOR	11	34
RECEPTIONIST/DATA ENTRY CLERK	5	9
RESOURCE CENTRE CLERK	4	10
SECRETARY OPERATIONS	6	35
SECRETARY SET BC	3	12
SENIOR ACCOUNTING CLERK	8	37
SENIOR SECRETARY	5	14
SENIOR SECRETARY/BOOKKEEPER	6	16
SENIOR STUDENT ADMIN SYSTEMS OPERATOR	13	36
SPECIAL EDUCATION SUPPORT 1	5	23
SPECIAL EDUCATION SUPPORT 2 MULTIPLE NEEDS	7	26
SPECIAL NEEDS SUPPORT TRANSPORTATION	2	20
SUPERVISION ATTENDANT	1	21
VISION SUPPORT WORKER	8	39

**School District No. 59 (Peace River South)**  
**BCGEU Job Description Review**

**Qualifications and Experience**  
**Classroom Support Positions**

**April 24, 2012**

**Supervision Attendant:**

Qualifications:

- Grade 12 or equivalent GED

Experience:

- Ability to develop positive, supportive relationships with students and staff
- Ability to work independently
- Interest in and understanding of children
- Willingness to adopt the philosophy of restorative practice and positive behavior support
- Focus on building capacity and independence in students

**Special Ed Support Transportation:**

Qualifications:

- Grade 12 or equivalent GED

Experience:

- Ability to develop positive, supportive relationships with students and staff
- Ability to work independently
- Interest in and understanding of children
- Willingness to adopt the philosophy of restorative practice and positive behavior support
- Focus on building capacity and independence in students

## **Special Ed Support Level 1:**

### Qualifications:

- Grade 12 or equivalent GED
- Education Assistant Diploma or equivalent, and/or education assistant specific coursework as offered through the school district
- Knowledge of curriculum content applicable to the relative grade level and special need
- A level of computer skill to meet program requirements

### Experience:

- Ability to develop positive, supportive relationships with students and staff
- Ability to work independently
- Interest in and understanding of children
- Strong interpersonal and communication skills
- Willingness to adopt the philosophy of restorative practice and positive behavior support
- Focus on building capacity and independence in students

## **Aboriginal Education Support Worker:**

### Qualifications:

- Grade 12 or equivalent GED
- Education Assistant Diploma or equivalent, and/or education assistant specific coursework as offered through the school district
- Knowledge of curriculum content applicable to the relative grade level and special need
- A level of computer skill to meet program requirements

### Experience:

- Ability to develop positive, supportive relationships with students and staff
- Ability to work independently
- Interest in and understanding of children
- Strong interpersonal and communication skills
- Willingness to adopt the philosophy of restorative practice and positive behavior support
- Focus on building capacity and independence in students

## **Special Ed Support Level 2 (Multiple Needs):**

### **Qualifications:**

- Grade 12 or equivalent GED
- Education Assistant Diploma or equivalent, and/or education assistant specific coursework as offered through the school district
- Knowledge of curriculum content applicable to the relative grade level and special need
- A level of computer skill to meet program requirements

### **Experience:**

- Ability to develop positive, supportive relationships with students and staff
- Ability to work independently
- Interest in and understanding of children
- Strong interpersonal and communication skills
- Willingness to adopt the philosophy of restorative practice and positive behavior support
- Focus on building capacity and independence in students

## **Hearing Support Worker:**

### **Qualifications:**

- Grade 12 or equivalent GED
- Education Assistant Diploma or equivalent, and/or education assistant specific coursework as offered through the school district
- Certification in Sign Language
- Knowledge of curriculum content applicable to the relative grade level and special need
- A level of computer skill to meet program requirements

### **Experience:**

- Ability to develop positive, supportive relationships with students and staff
- Ability to work independently
- Ability to sign fluently
- Interest in and understanding of children
- Strong interpersonal and communication skills
- Willingness to adopt the philosophy of restorative practice and positive behavior support
- Focus on building capacity and independence in students

## **Vision Support Worker:**

### Qualifications:

- Grade 12 or equivalent GED
- Education Assistant Diploma or equivalent, and/or education assistant specific coursework as offered through the school district
- Certification in Braille and Nemeth, or equivalent
- Demonstrated excellence in editing skills
- Knowledge of curriculum content applicable to the relative grade level and special need
- A level of computer skill to meet program requirements

### Experience:

- Ability to develop positive, supportive relationships with students and staff
- Ability to work independently
- Interest in and understanding of children
- Strong interpersonal and communication skills
- Willingness to adopt the philosophy of restorative practice and positive behavior support
- Focus on building capacity and independence in students

## **Intervention Support Worker:**

### Qualifications:

- Grade 12 or equivalent GED
- Education Assistant Diploma or equivalent, and/or education assistant specific coursework as offered through the school district
- Knowledge of curriculum content applicable to the relative grade level and special need
- A level of computer skill to meet program requirements

### Experience:

- Ability to develop positive, supportive relationships with students and staff
- Ability to work independently
- Interest in and understanding of children
- Strong interpersonal and communication skills
- Willingness to adopt the philosophy of restorative practice and positive behavior support
- Focus on building capacity and independence in students

## **Education Support Worker:**

### Qualifications:

- Grade 12 or equivalent GED
- Education Assistant Diploma or equivalent, and/or education assistant specific coursework as offered through the school district
- Knowledge of curriculum content applicable to the relative grade level and special need
- A level of computer skill to meet program requirements

### Experience:

- Minimum five (5) years experience working as Special Education Level 2 Support Worker
- Demonstrated ability to develop positive, supportive relationships with students and staff
- Demonstrated ability to work independently
- Demonstrated experience working as part of a team, and/or demonstrated experience providing suggestions around practice with peers in either a formal or informal manner
- Ability to model specific strategies or interventions and to generate discussion on best practices
- Demonstrated interest in and understanding of children
- Demonstrated strong interpersonal and communication skills
- Willingness to adopt the philosophy of restorative practice and positive behavior support
- Demonstrated focus on building capacity and independence in students and peers
- Demonstrated flexibility in working in a variety of work environments with differing practices and methods

# **Qualifications and Experience Clerical Support Positions**

**September 29, 2011**

## **Computer Managed Instruction**

- Grade 12 or equivalent
- Keyboarding/typing speed of 50 wpm

## **Library Education Support**

- Grade 12 or equivalent
- Keyboarding/typing speed of 50 wpm

## **Receptionist/Data Entry Clerk**

- Grade 12 or equivalent
- Keyboarding/typing speed of 50 wpm
- One year secretarial training or equivalent

## **Resource Center Clerk**

- Grade 12 or equivalent
- Keyboarding/typing speed of 50 wpm
- One year secretarial training or equivalent

## **Secretary SET BC**

- Grade 12 or equivalent
- Keyboarding/typing speed of 50 wpm
- One year secretarial training or equivalent

## **Senior Secretary – Schools**

- Grade 12 or equivalent
- Keyboarding/typing speed of 60 wpm
- One year secretarial training or equivalent
- 2-3 years of specific experience or 4 years general experience

## **Secretary – Operations**

- Grade 12 or equivalent
- Keyboarding/typing speed of 60 wpm
- One year secretarial training or equivalent
- Intermediate level accounting equivalent to Acct 151/152
- 2-3 years of specific experience or 4 years general experience

## **Senior Secretary Bookkeeper**

- Grade 12 or equivalent
- Keyboarding/typing speed of 60 wpm
- One year secretarial training or equivalent
- Intermediate level accounting equivalent to Acct 151/152
- 2-3 years of specific experience or 4 years general experience
- Previous experience and working knowledge of Ministry Graduation requirements
- Previous experience and working knowledge of Ministry guidelines and procedures for 1701 process, TRAX, Student Information Systems, and transcripts.

## **Bookkeeper**

- Grade 12 or equivalent
- Keyboarding/typing speed of 60 wpm
- One year post-secondary training or equivalent
- Intermediate level accounting equivalent to Acct 151/152
- 2-3 years of specific experience or 4 years general experience

## **Payroll Clerk**

- Grade 12 or equivalent
- Keyboarding/typing speed of 60 wpm
- One year post-secondary training or equivalent
- Intermediate level accounting equivalent to Acct 151/152 and Payroll coursework
- 2-3 years of specific experience or 4 years general experience

## **Senior Accounting Clerk**

- Grade 12 or equivalent
- Keyboarding/typing speed of 60 wpm
- One year post-secondary training or equivalent
- Intermediate level accounting equivalent to Acct 151/152
- 2-3 years of specific experience or 4 years general experience
- Extensive working knowledge of accounting systems



## **Payroll Co-ordinator**

- Grade 12 or equivalent
- Keyboarding/typing speed of 60 wpm
- One year post-secondary training or equivalent
- Intermediate level accounting equivalent to Acct 151/152 and Payroll coursework
- Analytical skills and program development capabilities combined with extensive working knowledge of school district payroll system
- 2-3 years of specific experience or 4 years general experience

## **Senior Student Administration Systems Operator**

- Grade 12 or equivalent
- Keyboarding/typing speed of 60 wpm
- One year post-secondary training or equivalent
- 2-3 years of specific experience or 4 years general experience
- Considerable previous experience and extensive knowledge of Ministry Graduation requirements
- First year university level statistical coursework or equivalent
- Analytical skills and program development capabilities combined with considerable previous experience and extensive working knowledge of Ministry guidelines and procedures for 1701 process, TRAX, Student Information Systems, and transcripts

# **SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)**

## **JOB DESCRIPTION**

Dept.: Schools

Classification Title: Aboriginal Education Support

Date: May 25, 2011

Grid Level: 5

### **PRIMARY FUNCTION:**

To provide assistance and support to the classroom teacher in the implementation of individual programs for identified Aboriginal students in the areas of: academic/intellectual, social/emotional, behavioral, self-determination/independence, and physical in an inclusive environment.

### **JOB DUTIES AND TASKS:**

1. Provide assistance and support to the classroom teacher in the implementation of individual programs for students in the areas of: academic/intellectual, social/emotional, behavioral, self-determination/ independence, and physical.
  - a) Actively participates, promotes and organizes events around Louis Riel Day and National Aboriginal Day in support of cultural awareness.
  - b) Provides assistance and support to the teacher by ensuring familiarity with program requirements in academic, non-academic, elective and adaptive skills.
  - c) Tracks student growth as indicated from the teacher prepared materials.
  - d) Involves the student in small group activities with other students using management techniques, as required.
  - e) Monitors classroom activities developed by the teacher during short periods of teacher absence from the room.
  - f) As requested, meets with the teacher and parents of students to share information.
  - g) Participates as a member of a team to develop and implement the IEP's.
  - h) Provides direct assistance with classroom activities and interprets instructions and information to assist students in pursuing their assignments.
  - i) Assist in preparing classroom materials to support student's personalized learning programs.
  - j) Assists in the utilization of resources/equipment to support student's personalized learning programs.
  - k) Involves the student in self-assessment activities for his/her personal growth.
  - l) Assists students in the use of assistive technology, as required.
  - m) Participates with the student in life skills activities such as using public transport, shopping, and providing guidance for personal hygiene.
  - n) May be required to transport students as part of a personalized learning program.
  - o) Participates in field trips during regular working hours.
  - p) May be requested to participate in overnight field trips when appropriate for students.

2. Other related duties.

- a) Meets with parents to facilitate positive interaction between home and school and encourage parents to support child's learning, in conjunction with supervisor.
- b) Liaise with other organizations such as community groups that provide services to Aboriginal students, to exchange information in conjunction with supervisor.
- c) Performs duties independently and reports to supervisor.
- d) Maintains accurate records of interaction with students and parents.
- e) Works cooperatively with Aboriginal Education staff in monitoring the academic/behaviour/attendance progress of Aboriginal students in the school district.
- f) Maintains the confidentiality of all work related information.
- g) Provides guidance in the safe use of equipment such as appliances, utensils, and machines in conjunction with the supervisor, works collaboratively with school and district staff, parents, social workers and other professionals.
- h) Provides a positive role model for Aboriginal students.
- i) Intervenes to keep order among students in classroom to ensure a safe environment.
- j) Maintains the confidentiality of all work-related information.
- k) Cleans up work area and relieves co-workers for breaks, as needed.

**SUPERVISION RECEIVED:**

Reports to Vice-Principal, Aboriginal Education.

**SUPERVISION/DIRECTION EXERCISED:**

May provide orientation to new employees.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Operates and troubleshoots assistive technology to assist students. Maintains records of interaction with assigned students and parents. Drives to visit student's homes.

**FINANCIAL RESOURCES:**

Use program funds to pay for student activities and special materials.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

# **SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)**

## **JOB DESCRIPTION**

Dept.: Schools

Classification Title: Bookkeeper

Date: April 21, 2011

Grid Level: 5

### **PRIMARY FUNCTION:**

To provide a wide range of bookkeeping and accounting services such as collecting and distributing funds, issuing receipts, monitoring budgets, depositing funds, and reconciling bank balances.

### **JOB DUTIES AND TASKS:**

1. Provides bookkeeping services and ensures the operation of the school accounting system.
  - a) Prepares, monitors and distributes orders and handles correspondence related to purchases.
  - b) Handles and reconciles revolving petty cash account.
  - c) Maintains all school accounts including collection and distribution of funds, issuing receipts, maintaining and tracking budget balances, depositing funds and performing monthly bank reconciliations and trial balances.
  - d) Receives and ensures accuracy of incoming orders and submits discrepancy reports and contacts suppliers when needed.
  - e) Bills and collects for use of school equipment and programs and provides receipts.
  - f) Reviews monthly school budget, reports discrepancies and monitors accounts.
  - g) Maintains school inventories and bulk orders as required.
  - h) Sets up trust accounts as needed and distributes funds and information.
  - i) Manages and maintains database for school scholarship awards.
  - j) Maintains the confidentiality of all work related information.
2. Other related duties.
  - a) Operates office equipment and computerized accounting systems.
  - b) Provides travel arrangement services for staff members as directed.

### **SUPERVISION RECEIVED:**

Principal/Vice-Principal.

### **SUPERVISION/DIRECTION EXERCISED:**

Provides orientation to new or temporary staff.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Organizes, processes and manages collection and billing records. Maintains and files a variety of records and reports pertaining to school accounts. Uses a variety of office equipment such as computers, calculators and photocopiers.

**FINANCIAL RESOURCES:**

Reviews monthly school budget printout to monitor accounts and report discrepancies. Performs various calculations for billing and collection of money. Responsible for purchase orders and handling petty cash account. Sets up and monitors monies placed in trust accounts, and pays bills from accounts.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

/km SD No. 59 – JD #02

# SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)

## JOB DESCRIPTION

Dept.: Schools

Classification Title: Computer Managed Instruction

Date: April 6, 2011

Grid Level: 3

**PRIMARY FUNCTION:**

To provide assistance and support to teachers in the implementation of programs based on computer managed instruction.

**JOB DUTIES AND TASKS:**

1. Provides assistance through classroom assignments.
  - a) Enrolls new students into the student information systems, and the online learning tools websites.
  - b) Records student absences, and, on instructions from the teacher, telephones parents to verify student absences. Phones students/parents to check or confirm student enrollment status at periods throughout the year.
  - c) Maintains computer managed instruction materials including library books, text books, student computers (imaging and signout), course modules, lists and graphics.
  - d) Prepares classroom materials under the direction of teachers.
2. Provides support to the classroom teacher regarding instructional activities.
  - a) Providing direct assistance to students from K-12 requiring help with assignments.
  - b) Instructs students on the use of computers and software programs including directions for finding books and materials related to the subject matter being taught, and navigation in online courses and virtual classroom environments.
  - c) Monitors students' tasks through the use of provided materials and answer keys.
  - d) Records student progress; sets up student information system to record student activations, and records activations as requested by teachers.
  - e) Inputs and retrieves data related to students' classroom assignments and progress on the computer. Assists with data cleanup in student information system prior to submission of Ministry Reports. Requests student files and completes Grad Trax Reports. Orders provincial exams.
  - f) Monitors classroom activities developed by the teacher, after discussion and consultation with the teacher, for short periods of the teacher's absence from the classroom.
3. Other related duties.
  - a) Operating office equipment.
  - b) Maintains confidentiality of all work related information.
  - c) Performs work related clean-up duties.

- d) Intervenes to keep order among students to ensure a safe environment.

**SUPERVISION RECEIVED:**

Principal/Vice-Principal. Receives work assignments from Principal/Vice-Principal/teacher(s)

**SUPERVISION/DIRECTION EXERCISED:**

Provide orientation to new employees

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Operates a computer and its related equipment. Maintains and files a variety of library resources, records, files, and classroom materials.

**FINANCIAL RESOURCES:**

No financial responsibilities.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

/km SD No. 59 – JD #32

**SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)**

## JOB DESCRIPTION

Dept.: Schools

Classification Title: Education Support Worker

Date: April 24, 2012

Grid Level: 9

### PRIMARY FUNCTION:

To assume shared responsibility of mentoring, coaching, modelling and supporting special education support staff on various methodologies and delivery of specific programs as required to support student's personalized learning programs. To provide assistance and support to the classroom teacher in the implementation of individual programs for students in the areas of: academic/intellectual, social/emotional, behavioral, self-determination/ independence, and physical in an inclusive environment.

**JOB DUTIES AND TASKS:**

1. Assume shared responsibility for support of various educational programs and methodologies.
  - a) Acts as a district-wide resource to provide assistance in the implementation of specific educational programs.
  - b) Assumes shared responsibility for the mentoring, coaching, modeling and supporting of special education support staff as required to support student's personalized learning programs.
  - c) Mentors and assists special education support staff as directed.
2. Provide assistance and support to the classroom teacher in the implementation of individual programs for students in the areas of: academic/intellectual, social/emotional, behavioral, self-determination/independence, and physical.
  - a) Provides assistance and support to the teacher by ensuring familiarity with program requirements in academic, non-academic, elective and adaptive skills.
  - b) Tracks student growth as indicated from the teacher prepared materials.
  - c) Involves the student in small group activities with other students using management techniques, as required.
  - d) Monitors classroom activities developed by the teacher during short periods of teacher absence from the room.
  - e) As requested, meets with the teacher and parents of students to share information.
  - f) Participates as a member of a team to develop and implement the IEPs.
  - g) Provides direct assistance with classroom activities and interprets instructions and information to assist students in pursuing their assignments.
  - h) Assist in preparing classroom materials to support student's personalized learning programs.
  - i) Assists in the utilization of resources/equipment to support student's personalized learning programs.



- j) Involves the student in self-assessment activities for his/her personal growth.
  - k) Assists students in the use of assistive technology, as required.
  - l) Participates with the student in life skills activities such as using public transport, shopping, and providing guidance for personal hygiene.
  - m) May be required to transport students as part of a personalized learning program,
  - n) Participates in field trips during regular working hours.
  - o) May be requested to participate in overnight field trips when appropriate for students.
3. Provides direct assistance to individual students.
- a) Provides activities to promote and enhance functional communication, socialization, and sensory integration as appropriate to the goals in the IEP.
  - b) Utilizes behavior management techniques for students with severe behavior as appropriate to the goals in the IEP.
  - c) Assists students with mobility needs such as wheelchairs, walkers etc. Pushes and secures wheelchairs to assist students during entering or exiting bus and to and from class. Lifts student in and out of wheelchair, as required.
  - d) Operates, assembles, dismantles and cleans specialized and therapeutic student equipment such as wheelchairs, commode chairs, standing frames, feeding chairs, breathing masks, etc.
  - e) Prepares provided lunch and assists student with feeding which may include tube feeding.
  - f) Assists student with personal hygiene, may require toileting, diapering and showering.
  - g) Follows protocol to deal with student health needs, such as seizure management, diabetes, etc.
  - h) May be required to administer medication and document as per district policy.
4. Other related duties.
- a) Provides guidance in the safe use of equipment such as appliances, utensils and machines.
  - b) Maintains documentation related to student progress.
  - c) In conjunction with the supervisor, works collaboratively with district staff, special education support staff, parents, social workers and other professionals.
  - d) Intervenes to keep order among students to ensure a safe environment.
  - e) Maintains the confidentiality of all work-related information.
  - f) Cleans up work area and relieves co-workers for breaks, as needed.

#### **SUPERVISION RECEIVED:**

Principal/Vice-Principal. Receives work assignments from teachers and/or Principal/Vice-Principal.

#### **SUPERVISION/DIRECTION EXERCISED:**

Shared responsibility for mentoring, coaching, modeling and supporting special education support staff, temporary and casual support staff on programs. May provide orientation to new employees.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Operates and troubleshoots assistive technology to assist students. Maintains records and reports relating to assigned students. May be required to drive to alternate worksites from time to time.

**FINANCIAL RESOURCES:**

Use program funds to pay for student activities and program based materials.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

/km SD No. 59 – JD #40

# **SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)**

## **JOB DESCRIPTION**

Dept.: Schools

Classification Title: Hearing Support Worker

Date: September 28, 2011

Grid Level: 7

### **PRIMARY FUNCTION:**

To provide assistance and support to the classroom teacher in the implementation of individual programs for students with moderate to profound hearing loss.

### **JOB DUTIES AND TASKS:**

1. Provide assistance and support to the classroom teacher in the implementation of individual programs for students in the areas of: academic/intellectual, social/emotional, behavioral, self-determination/independence, and physical.
  - a) Provides assistance and support to the teacher by ensuring familiarity with program requirements in academic, non-academic, elective and adaptive skills.
  - b) Tracks student growth as indicated from the teacher prepared materials.
  - c) Involves the student in small group activities with other students using management techniques, as required.
  - d) Monitors classroom activities developed by the teacher during short periods of teacher absence from the room.
  - e) As requested, meets with the teacher and parents of students to share information.
  - f) Participates as a member of a team to develop and implement the IEP's.
  - g) Collects data; maintaining formal written and/or charted documentation related to the student as required in the IEP developed by the support team.
  - h) Organizes and prepares a variety of classroom aids and materials issued in the program.
  - i) Sets up and supervises appropriate lab equipment to facilitate safe participation by the student.
  - j) Checking for obvious problems in running programs; assists students in the use of assistive technology, as required.
  - k) Participates with the student in life skills activities such as mobility and orientation skills.
  - l) Provides direct assistance with classroom activities and interprets instructions and information correctly which may include certification in Sign Language, to assist the students in pursuing their assignments.
  - m) May be required to transport students as part of a personalized learning program.
  - n) Participates in field trips during regular working hours.
  - o) May be requested to participate in overnight field trips when appropriate for students.

2. Other related duties.

- a) Provides guidance in the safe use of equipment such as appliances, utensils, and machines.
- b) In conjunction with the supervisor, works collaboratively with district staff, parents, social workers, and others.
- c) Intervenes to keep order among students to ensure a safe environment.
- d) Maintains the confidentiality of all work related information.
- e) Works with other students in the classroom if time permits.
- f) Operates, maintains, and cleans specialized student equipment or adaptive technology such as hearing aids, TDD devices, personal processor or cochlea implants.
- g) Cleans up work area and relieves co-workers for breaks, as needed.
- h) Maintains documentation related to student progress.

**SUPERVISION RECEIVED:**

Principal/Vice-Principal. Receives work assignments from teachers and/or Principal/Vice-Principal.

**SUPERVISION/DIRECTION EXERCISED:**

May provide orientation to new employees.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Operates and troubleshoots assistive technology to assist students. Maintains records and reports relating to assigned students. May be required to drive to alternate worksites from time to time to provide service.

**FINANCIAL RESOURCES:**

Use program funds to pay for student activities and program based materials.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

# **SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)**

## **JOB DESCRIPTION**

Dept.: Schools

Classification Title: Intervention Support Worker

Date: May 25, 2011

Grid Level: 7

### **PRIMARY FUNCTION:**

To provide assistance and support to the classroom teacher and/or intervention team in the implementation of personalized programs in the areas of: social/emotional, behavioral, and self-determination in an inclusive environment as a positive role model/mentor for at risk students who are experiencing difficulty at school and require extensive support.

### **JOB DUTIES AND TASKS:**

1. Provides assistance to the teacher and/or intervention team in support of at risk students.
  - a) Provides individual or group involvement with students both in and out of the school setting.
  - b) Assists in providing students with adaptive skills, behavior and social and interpersonal skill activities; and emotional strategies (i.e. anxiety, depression, mental health issues).
  - c) Participates as a member of a team in developing and implementing student personalized learning programs.
  - d) May be required to physically intervene to ensure student safety.
  - e) Maintains documentation related to student progress.
  - f) Liaises with home, various ministries, RCMP, Aboriginal Organizations, Municipalities and other Community Services.
  - g) Teach, monitor and transfer behavioral alternatives for at risk students to enable them to acquire social skills and learn acceptable behavior across many settings.
  - h) May be required to transport students as part of a personalized learning program.
  - i) Involves the student in small group activities with other students using management techniques, as required.
  - j) Monitors classroom activities developed by the teacher during short periods of teacher absence from the room.
  - k) As requested, meets with the teacher and parents of students to share information.
  - l) Assists in the utilization of resources/equipment to support student's personalized learning programs.
  - m) Involves the student in self-assessment activities for his/her personal growth.
  - n) Assists students in the use of assistive technology, as required.
  - o) Participates with the student in life skills activities such as using public transport, shopping, and providing guidance for personal hygiene.
  - p) May be required to transport students as part of a personalized learning program.
  - q) Participates in field trips during regular working hours.

r) May be requested to participate in overnight field trips when appropriate for students.

2. Other related duties.

- a) Drive to students' home and other community resources to attend meetings.
- b) May have to use restraint techniques to control student outbursts.
- c) Maintains confidentiality of all work related information.
- d) Maintains a clean, safe work environment.
- e) May supervise at risk students during normal break times as identified by intervention team.
- f) Provides guidance in the safe use of equipment such as appliances, utensils and machines.
- g) In conjunction with supervisor, works collaboratively with school and district staff, parents, social workers and other professionals.
- h) Intervenes to keep order among students to ensure a safe work environment.

**SUPERVISION RECEIVED:**

Principal/Vice-Principal. Receives work assignments from Principal/Vice-Principal/Intervention Team.

**SUPERVISION/DIRECTION EXERCISED:**

May provide orientation to new employees.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Maintains records and reports relating to assigned students.

**FINANCIAL RESOURCES:**

Use program funds to pay for student activities and program based materials.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

# **SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)**

## **JOB DESCRIPTION**

Dept.: Finance

Classification Title: Library Education Support

Date: April 6, 2011

Grid Level: 4

### **PRIMARY FUNCTION:**

To provide clerical support services in a school library and support students and staff in library activities and with library computer equipment.

### **JOB DUTIES AND TASKS:**

1. Provide clerical support services for a library and support students and staff in library activities and with the use of library computer equipment and library based technology equipment.
  - a) Uses dewey decimal system to catalogue and code new books, videos and new materials.
  - b) Processes library materials by cataloging, labeling, protecting and storing, shelving or displaying in organized fashion any books, texts, or other resources or equipment.
  - c) Types purchase orders and forwards to Administration Office for processing.
  - d) Repairs books by taping pages and bindings, cleaning off markings or discarding un-repairable books, checks audio visual equipment and decides when to send out for repairs.
  - e) Book, maintain and transport audio - visual equipment to various classrooms.
  - f) Perform book and audio visual equipment inventories, statistics and other reports as needed; maintain audio visual equipment repair records and maintenance schedules.
  - g) Assist students to locate books and materials by showing them how to use the Library Information System.
  - h) Prepares book displays and bulletin boards.
  - i) Orders, distributes and return resource centre material.
  - j) Maintains computer budget system and enters purchase orders and other expenditures in library budget.
  - k) Prepares work orders for equipment repairs and forwards for authorization.
  - l) Handles library petty cash account and monitors overdues and issues appropriate notices for collection of materials, charges for lost books and sale items.
  - m) Maintains the confidentiality of all work related information.
  - n) Operates and troubleshoots office equipment such as computer and library based technology equipment.
  - o) Under direction of teacher librarian, order resource center material and purchase new resources and needed supplies, weed outdated or underused materials.
  - p) At teacher request, supervise and collect assignments/examinations completed in library and gather materials based on subject matter for use in classroom.
  - q) Set up and organization of book fair.

2. Other related duties.

- a) Files correspondence, memos and reports.
- b) Operates library management software program and instruct students in its use.
- c) Intervenes to keep order among students using the library and assists with groups by monitoring noise level, behavior, computer usage and redirecting back to classrooms when appropriate.

**SUPERVISION RECEIVED:**

Principal/Vice-Principal.

**SUPERVISION/DIRECTION EXERCISED:**

Provides instruction to students in the use of the library management software program.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Operates a computer and various office equipment. Maintains and files a variety of records pertaining to the school library system.

**FINANCIAL RESOURCES:**

Maintains the computer budget system, types purchase orders and handles petty cash.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*



# **SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)**

## **JOB DESCRIPTION**

Dept.: Finance

Classification Title: Payroll Clerk

Date: September 20, 2012

Grid Level: 9

### **PRIMARY FUNCTION:**

With general direction, the Payroll Clerk processes payroll for School District employees; initiates and manages the Attendance Management System and Leave Management System entry records; maintains records to facilitate the administration of the payroll function; and performs secretarial and clerical duties.

### **JOB DUTIES AND TASKS:**

1. Working under the direction of the Payroll Co-ordinator:
  - a) Processes payroll and leaves for an assigned group of employees in a multi union environment by performing detailed calculations of pay and leave entitlements to process accurate and timely payroll.
  - b) Prepares and maintains required external reports such as CPP, EI, Income Tax, Group Insurance, Savings Bonds, Union Dues and other deductions.
  - c) Compiles data from a wide variety of sources for the purpose of analyzing accurate information, ensuring compliance with mandated requirements and multi collective agreements.
  - d) Inputs and verifies a variety of payroll-related information (e.g. timesheet information, direct deposits, wage attachments, benefits, etc.). Researches discrepancies of payroll information and/or documentation to ensure accuracy and adherence to procedures.
  - e) Communicates with a variety of internal and external parties (i.e. district, provincial, federal agencies, etc.) for the purpose of ensuring accurate processing of payroll deductions and garnishments.
  - f) Responds to written and verbal inquiries and inputs information from a variety of source documents utilizing various computer programs.
  - g) Verifies Attendance Management System information as it relates to payroll functions, developing and utilizing various reports that assist with management of this system.
  - h) Provides training to new employees for Leave Management System. Advises location administration staff on Attendance Management System.
  - i) Prepares journal entries related to payroll, and prepares seniority lists.
  - j) Maintains and updates accurate employee benefit coverage.
  - k) Invoices employees on leave for benefit premiums.
  - l) Creates and maintains spreadsheets and databases pertaining to payroll information.
  - m) Maintains attendance management system.
  - n) Prepares and assists with month-end and year-end payroll functions.
  - o) Perform computer system data back-up maintenance, related to payroll as required.

- p) Maintains the confidentiality of all work related information.
- q) Performs accounting support services and reception duties, as required.

**SUPERVISION RECEIVED:**

Assistant Secretary-Treasurer.

**SUPERVISION/DIRECTION EXERCISED:**

Provides orientation to new or temporary staff on all payroll related issues.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Operates a computer and various office equipment. Processes and updates data bases and informational files for payroll and leave records. Maintains and files a variety of records and reports relating to payroll.

**FINANCIAL RESOURCES:**

Calculates pay and leave entitlements for payment. Ensures that all payroll data has been checked for correctness, coded and entered into the system. Checks summary information for accuracy and completeness. Prepares journal entries related to payroll.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

# **SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)**

## **JOB DESCRIPTION**

Dept.: Schools

Classification Title: Payroll Co-ordinator

Date: September 20, 2012

Grid Level: 15

### **PRIMARY FUNCTION:**

With general direction, the Payroll Co-ordinator maintains the school district payroll, leave management and automated dispatch services and performs secretarial and clerical duties. Works cooperatively with multi-unionized staff, students, managers, and external agencies.

### **JOB DUTIES AND TASKS:**

1. Working under the direction of the Assistant Secretary-Treasurer:
  - a) Maintains and updates payroll and automated dispatch system(s) and takes the initiative to become proficient in any new systems as they are implemented. Partners with benefits administration in aligning and implementing changes for a functional payroll and benefit system. Inputs, updates and maintains both internal and external data source databases (i.e. benefit coverage).
  - b) Forecasts needs and determines financial implications of developments to the system as it is required for payroll system improvements.
  - c) Critically reviews and analyzes current payroll, benefits, tax procedures and attendance management systems in order to recommend and implement changes leading to best practice operations.
  - d) Analyzes payroll and HR software systems and investigates, diagnoses and resolves any problems, and executes solutions that are required to improve and maintain this system.
  - e) Designs, produces and verifies reports (such as dispatch history, attendance management, leave entitlements, seniority, benefit administration, journal entries and demographic information), for internal and external clients.
  - f) Processes payroll and leaves for an assigned group of employees in a multi union environment by performing detailed calculations of pay and leave entitlements to process accurate and timely payroll
  - g) Prepares and maintains required external reports such as CPP, EI, Income Tax, Group Insurance, Savings Bonds, Union Dues and other deductions.
  - h) Inputs and verifies a variety of payroll-related information (e.g. timesheet information, direct deposits, wage attachments, benefits, etc.). Researches discrepancies of payroll information and/or documentation to ensure accuracy and adherence to procedures.
  - i) Compiles data from a wide variety of sources for the purpose of analyzing accurate information, ensuring compliance with mandated requirements and multi collective agreements.
  - j) Verifies demographics, payroll reports and benefit provisions with external agencies and unions.

- k) Liaises with operations, human resources and finance to review cross-departmental impacts and reconcile data sharing.
- l) Co-ordinates assigned personnel for purpose of enhancing productivity of staff and ensuring that department outcomes are achieved.
- m) Communicates with a variety of internal and external parties (i.e. district, provincial, federal agencies, etc.) for the purpose of ensuring accurate processing of payroll deductions and garnishments.
- n) Provides in-service to all staff on use of specific modules of leave management and of automated dispatch system.
- o) Develops and facilitates training for purpose of identifying appropriate actions, develops recommendations and supports other staff regarding payroll-related responsibilities. Attends meetings for purpose of conveying and/or receiving information required to perform functions.
- p) Responds to written and verbal inquiries and inputs information from a variety of source documents utilizing various computer programs.
- q) Co-ordinates and audits the Attendance Management System, developing various reports that assist with management of the system.
- r) Prepares and assists with month end and year end reports.
- s) Performs computer system data back-ups and updates as necessary.
- t) Maintains the confidentiality of all work related information.
- u) Performs accounting support services and reception duties, as required.

#### **SUPERVISION RECEIVED:**

Assistant Secretary-Treasurer

#### **SUPERVISION/DIRECTION EXERCISED:**

Provides orientation and direction on procedures and entries to all secretaries and location supervisors for Attendance Management System, and Leave Management System. Co-ordinates payroll department workload for purpose of maximizing efficiency while meeting operational requirements. Provides orientation and training to new or temporary staff on all payroll-related issues.

#### **PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Operates a computer and various office equipment. Processes and updates data bases and informational files for payroll and leave records. Maintains and files a variety of records and reports pertaining to payroll.

#### **FINANCIAL RESOURCES:**

Calculates pay and leave entitlements for payment. Checks and ensures accuracy and completeness in all payroll data entered. Analyzes discrepancies in data. Prepares journal entries related to payroll. Authorizes leave for specific absence codes.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

# SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)

## JOB DESCRIPTION

Dept.: Board Office

Classification Title: Receptionist Data Entry Clerk

Date: March 18, 2011

Grid Level: 5

**PRIMARY FUNCTION:**

To provide accounting support and reception services to the Board Office.

**JOB DUTIES AND TASKS:**

1. Performs accounting support services.
  - a) Word processes and types a variety of correspondence.
  - b) Prepares accounts receivable invoices and statements.
  - c) Receives incoming cash and cheques, and prepares receipts.
  - d) Processes Transportation Assistance forms and checks claims against student attendance records for approval of payment.
  - e) Places all accounts payable cheques in envelopes for mailing.
  - f) Prepares and distributes various lists of substitute teachers and support personnel to all schools.
  - g) Enters electronic funds transfers (EFT).
  - h) Operates office equipment and maintains supplies of paper and office supplies.
  - i) Maintains staff training database.
2. Performs reception services.
  - a) Answers inquiries and relays messages by telephone, or in person.
  - b) Contact for Gwillim bookings: answers inquiries, maintains bookings and prepares billings.
  - c) Receives and directs visitors.
  - d) Receives, opens, sorts and distributes all mail.
  - e) Maintains the confidentiality of all work related information.

**SUPERVISION RECEIVED:**

Assistant Secretary-Treasurer.

**SUPERVISION/DIRECTION EXERCISED:**

Provides orientation to temporary receptionist, as required.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Operates a computer and various office equipment. Prepares and distributes a variety of forms and lists.

**FINANCIAL RESOURCES:**

Processes Transportation Assistance Forms, and receives incoming cash and cheques, and prepares receipts.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

/km SD No. 59 – JD #9

# **SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)**

## **JOB DESCRIPTION**

Dept.: District Resource Centre

Classification Title: Resource Centre Clerk

Date: April 6, 2011

Grid Level: 4

### **PRIMARY FUNCTION:**

To provide administrative support to ensure circulation of educational resources within the educational system of the school district.

### **JOB DUTIES AND TASKS:**

1. Performs a variety of administrative support services.
  - a) Operates and maintains computerized booking system by entering item data and type of resource, and resolves software problems.
  - b) Processes resources by entering data into computer to stock all materials and select requested items, packs and prepares materials for shipment.
  - c) Repairs books, packages and other resource items or sends damaged material out for rebinding and repair; re-enters stock in data base and reships as requested.
  - d) Prepares inventories and overdue notices, assists in locating resources.
  - e) Laminates and photocopies a variety of regular and large sized materials.
  - f) Orders and maintains adequate inventory of office, computer and general supplies.
  - g) Orders and maintains District Resource Centre inventory and distributes to schools in District.
  - h) Operates management software systems.
  - i) Handles incoming and outgoing correspondence via district delivery system.
  - j) Types out purchase orders for processing by others; records and distributes all Ministry material.
  - k) Book Teacher Centre booking room, do ordering requirements and generate billing for materials and equipment. Provide access to equipment and facilities.
2. Other related duties.
  - a) Performs general office duties.
  - b) Operates office equipment such as word processor, photocopier, laminator, etc.
  - c) Handles and reconciles Resource Centre petty cash.
  - d) Maintains photocopier supplies and photocopy room.
  - e) Operates Resource Centre in absence of Supervisor.
  - f) Maintains confidentiality of all work related information.
  - g) Alternates work hours to enable Resource Centre to remain open 8:00 a.m. to 5:00 p.m.

**SUPERVISION RECEIVED:**

Teacher/Librarian.

**SUPERVISION/DIRECTION EXERCISED:**

Provides orientation to new employees.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Operates a computer and various office equipment. Updates and maintains Resource Centre supply inventory.

**FINANCIAL RESOURCES:**

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*



# SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)

## JOB DESCRIPTION

Dept.: Board Office

Classification Title: Secretary - Operations

Date: March 18, 2011

Grid Level: 6

### PRIMARY FUNCTION:

To provide administrative, secretarial and clerical support to the Board Office.

**JOB DUTIES AND TASKS:**

1. Performs administrative, secretarial and clerical support functions.
  - a) Organizes the work flow and manages the office and work with other secretaries.
  - b) Submits and ensures accuracy of support personnel timesheets and travel expense forms for approval by others. Make updates for payroll in dispatch system daily.
  - c) Purchases goods and services by obtaining quotes and processing orders through the order procedures system.
  - d) Prepares purchases orders for mechanical repair parts and equipment.
  - e) Prepares, maintains, and files student bus boarding and data sheets.
  - f) Monitors bus and vehicle insurance policies, permits, licenses, driver's abstracts and maintenance records.
  - g) Receives and checks accuracy of incoming orders and submits discrepancy reports.
  - h) Reviews monthly budget printout, reports discrepancies and monitors accounts.
  - i) Tracks budget initiative accounts to record expenditures and advises manager of budget status. Enter purchases, labour and fuel consumption into FAME ASSET system.
  - j) Monitor support personnel dispatch system and administer changes as required.
  - k) Provides work direction and instruction to support staff.
  - l) Performs word processing and typing of a variety of confidential and non-confidential materials such as letters, memos, lists, correspondence and reports.
  - m) Input to work orders system and forwards to others for action.
  - n) Operates a variety of office equipment and management software to input and retrieve data and to process information.
  - o) Organizes and files correspondence, documents and reports.
  - p) Answers inquiries and relays messages by telephone, two way radio, or in person for Operations and Board Office.
  - q) Orders and maintains adequate inventory of office supplies, general supplies and bulk copy paper for the district.
  - r) Prepare job postings for support personnel in conjunction with the Director of Human Resources.
  - s) Prepare and monitor tenders and contracts in conjunction with Operational Managers.
  - t) Collect and input energy consumption data and export for Ministry reporting.

- u) Monitor calls and dispatches replacement bus in the event of a bus breakdown. Monitors all extra-curricular bus trip requests and assigns drivers.
- v) Prepares invoicing information to send to accounting for processing.

2. Other related duties.

- a) Opens, sorts and distributes incoming mail.
- b) Handles and maintains petty cash account.
- c) Maintains the confidentiality of all work related information.

**SUPERVISION RECEIVED:**

Assistant Secretary-Treasurer.

**SUPERVISION/DIRECTION EXERCISED:**

May provide orientation to new staff.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Operates various office equipment such as computer, two-way radio, photocopier. Sets up, updates and maintains filing system and records. Provides support by processing bus garage, trade personnel and support staff time sheets, and purchase orders.

**FINANCIAL RESOURCES:**

Orders office supplies, signs to certify goods received. Process bus garage, support and trade personnel staff travel expense forms for action by others. Review and track budget initiative accounts, and monthly budget printout, report discrepancies and budget status. Handles and accounts for petty cash account. Prepares purchase orders. Monitors insurance policies and notifies Supervisor of renewal dates.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

# **SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)**

## **JOB DESCRIPTION**

Dept.: SET BC

Classification Title: Secretary – Set BC

Date: April 6, 2011

Grid Level: 3

### **PRIMARY FUNCTION:**

To provide secretarial and clerical support to the Set BC program.

### **JOB DUTIES AND TASKS:**

1. Performs secretarial and clerical support functions.
  - a) Performs word processing and typing of a variety of confidential and non-confidential materials such as: letters memos, forms, reports.
  - b) Assists in maintaining adequate office inventory of office and general supplies.
  - c) Maintains and catalogues materials and equipment such as to software, hardware and databases, codes, bar codes and ships material and equipment to students.
  - d) Ships out equipment needing repairs.
  - e) Maintains student records.
  - f) Operates a variety of office equipment to process work, complete a variety of computer entry forms and to input and retrieve data using computer.
  - g) Organizes and files correspondence, documents and reports.
  - h) Prepares purchase orders, invoices, expense claim forms and codes for payment.
2. Other related duties.
  - a) Answers inquiries and relays messages by telephone, email, or in person.
  - b) Opens, sorts and distributes incoming mail.
  - c) Maintains the confidentiality of all work related information.

### **SUPERVISION RECEIVED:**

Coordinator.

### **SUPERVISION/DIRECTION EXERCISED:**

Provides orientation to new staff.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Operates various office equipment such as computer, photocopier. Maintains catalogue materials databases, and office filing system.

**FINANCIAL RESOURCES:**

Assists in maintaining adequate inventory of office, general and school supplies.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

/km SD No. 59 – JD #12

# **SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)**

## **JOB DESCRIPTION**

Dept.: Finance

Classification Title: Senior Accounting Clerk

Date: September 20, 2012

Grid Level: 8

### **PRIMARY FUNCTION:**

To assume responsibility of training, support and ongoing monitoring of all school bookkeepers on various software programs, and to perform various administrative and accounting functions to process purchase orders and accounts payable for the District.

### **JOB DUTIES AND TASKS:**

1. Assumes responsibility for various school accounting programs.
  - a) Acts as the district-wide resource for the School Cash software.
  - b) Assumes responsibility for the training and support of all school bookkeepers on the KEV software program and trust accounts.
  - c) Monitors and assists all staff using School Cash.
  - d) Performs year-end procedures and reporting required in School Cash.
  - e) Audits and make recommendations regarding the school trust accounting procedures.
2. Provides various administrative and accounting functions.
  - a) Processes purchase orders for all schools in the District.
  - b) Compiles and verifies purchase orders to the school to be invoiced.
  - c) Processes invoice for payment on notification from school that goods have been received; including verifying and insuring the accuracy of information.
  - d) Processes, calculates and reconciles payments for assigned accounts.
  - e) Ensures that invoices have been paid, prepares and enters information and data in general ledger and records Tax rebates.
  - f) Prepares journal vouchers and posts to general ledger and assists with month end closing.
  - g) Enters data and maintains spreadsheets pertaining to accounting information.
  - h) Performs general ledger account reconciliations as required.
  - i) Compiles information for Gasoline Excise Tax Rebate.
  - j) Sets up monthly accrual entries.
  - k) Provides information relating to accounts payable.
  - l) Handles and reconciles petty cash fund for Board Offices.
  - m) Prepares accounts payable cheque run reports and performs cheque run as required.
  - n) Prepares deposits and deposits money in the bank.
  - o) Maintains confidentiality of all work-related information.

3. Other related duties.

- a) Operates office equipment such as: computerized accounting systems, word processor, calculators, photocopier.
- b) Maintains computer system by checking for obvious problems before calling for help.
- c) Files purchase orders and accounts payable data.
- d) Performs reception duties, as required.

**SUPERVISION RECEIVED:**

Assistant Secretary-Treasurer.

**SUPERVISION/DIRECTION EXERCISED:**

Responsible for training and support of school bookkeepers on programs. Monitors use of School Cash. Provides orientation to new or temporary employees.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Operates a computer, calculator and various office equipment. Records and updates databases and informational files of purchase orders, invoices and documentation relating to accounts.

**FINANCIAL RESOURCES:**

Calculates, processes and reconciles payments from assigned accounts. Ensures that invoices have been paid, prepares and enters documentation in spreadsheets and ledgers. Handles, and reconciles petty cash for Board Office.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

# **SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)**

## **JOB DESCRIPTION**

Dept.: Schools

Classification Title: Senior Secretary

Date: April 6, 2011

Grid Level: 5

### **PRIMARY FUNCTION:**

To provide administrative, secretarial, and clerical support services for the school principal and administrative staff of the school.

### **JOB DUTIES AND TASKS:**

1. Performs administrative support functions.
  - a) Organizes and manages the school office.
  - b) Submits and ensures accuracy of support staff and teacher absences through AMS on computer.
2. Performs secretarial and clerical support functions.
  - a) Performs word processing and typing of a variety of confidential and non-confidential materials.
  - b) Completes forms and online forms as required.
  - c) Maintains and updates the student information system.
  - d) Creates, maintains and/or updates school based information/communications systems.
  - e) Operates a variety of office machines and school management software/equipment to input and retrieve data and to process work.
  - f) Answers inquiries and relays messages from parents, students, public and other staff by telephone or in person.
3. Other related duties.
  - a) Collects school based monies for school fees, locks, pictures, concessions, etc. and provides receipts.
  - b) Prints and distributes information.
  - c) Sorts and distributes incoming mail.
  - d) Maintains and troubleshoots office based equipment.
  - e) Maintains confidentiality of all work related information.

### **SUPERVISION RECEIVED:**

Principal/Vice Principal.

### **SUPERVISION/DIRECTION EXERCISED:**

Provides direction and instruction to secretaries and other support staff.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Operates a computer and various office equipment. Maintains and files a variety of records and reports pertaining to the school system.

**FINANCIAL RESOURCES:**

Collects school based monies and issues receipts.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

/km SD No. 59 – JD #14



# SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)

## JOB DESCRIPTION

Dept.: Schools

Classification Title: Senior Secretary/Bookkeeper

Date: April 24, 2012

Grid Level: 6

### PRIMARY FUNCTION:

To provide bookkeeping, administrative and accounting services, library and secretarial support services for the school and to support students and staff in library activities and with library computer equipment.

### **JOB DUTIES AND TASKS:**

1. Performs bookkeeping services and ensures the operation of computerized accounting system.
  - a) Prepares, monitors and distributes orders.
  - b) Maintains all school accounts:
    - i) Collects funds and issues receipts, and distributes funds.
    - ii) Bills and collects for use of school equipment and programs and provides receipts.
    - iii) Sets up trust accounts as needed and distributes funds and information.
  - c) Reviews monthly school budget, reports discrepancies and monitors accounts.
2. Performs administrative support functions.
  - a) Organizes and manages the school office.
  - b) Submits and ensures accuracy of support staff and teacher absences through AMS on computer.
  - c) Orders and maintains an adequate inventory of office and general supplies.
  - d) Maintains school inventories, including bulk orders, text books and equipment as required.
3. Performs library and secretarial support services at the school and supports students and staff in library activities and with the use of library computer equipment and library based technology equipment.
  - a) Uses dewey decimal system to catalogue and code new books, videos and new materials.
  - b) Processes library materials by cataloguing, labelling, protecting and storing, shelving or displaying in organized fashion any books, texts, or other resources or equipment.
  - c) Repairs books by taping pages and bindings, cleaning off markings or discarding unrepairable books, checks audio visual equipment and decides when to send out for repairs.
  - d) Assist students to locate books and materials by showing them how to use the Library Information System.
  - e) Prepares book displays and bulletin boards.
  - f) Under direction of teacher librarian, order resource center materials and purchase new resources and needed supplies, weed outdated or underused materials.
  - g) At teacher request, supervise and collect assignments/examinations completed in library

and gather materials based on subject matter for use in classroom.

- h) Set up and organization of book fair.
- i) Operates library management software program and instruct students in its use.
- j) Intervenes to keep order among students using the library and assists with groups by monitoring noise level, behaviour, computer usage and redirecting back to classrooms when appropriate.
- k) Performs word processing and typing of a variety of confidential and non-confidential materials.
- l) Completes forms and online forms as required.
- m) Maintains and updates the student information system.
- n) Creates, maintains and/or updates school based information/communications systems.
- o) Answers inquiries and relays messages from parents, students, public and other staff by phone or in person.

4. Other related duties.

- a) Handles revolving petty cash account to purchase incidentals.
- b) Sorts and distributes incoming mail and picks up and delivers mail to the post office.
- c) Maintains and troubleshoots office based equipment.
- d) Maintains confidentiality of all work related information.

**SUPERVISION RECEIVED:**

Principal/Vice-Principal.

**SUPERVISION/DIRECTION EXERCISED:**

Provides direction and instruction to secretaries and other support staff.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Organize, processes and manages collection and billing records. Maintain and files a variety of records and reports pertaining to school accounts. Uses a variety of office equipment.

**FINANCIAL RESOURCES:**

Reviews monthly school budget printout to monitor accounts and report discrepancies. Performs various calculations for billing and collection of money. Responsible to purchase orders and handle petty cash account. Sets up and monitors monies placed in trust accounts, and pays bills from accounts. Collects school base monies and issues receipts.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

# **SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)**

## **JOB DESCRIPTION**

Dept.: Schools	Classification Title:	Senior Student Administration Systems Operator
Date: September 28, 2011	Grid Level: 13	

### **PRIMARY FUNCTION:**

With general direction, the Senior Student Administration Systems Operator, maintains the school administrative data services and performs secretarial and clerical duties. Works cooperatively with other staff, students, parents and the public.

### **JOB DUTIES AND TASKS:**

1. Working under the direction of the Principal, and in conjunction with the school counsellor.
  - v) Maintains and updates student information system(s) and takes the initiative to become proficient in any new systems as they are implemented.
  - w) Processes and analyzes data, designs and produces school administrative reports such as teacher class lists, correspondence, exams, attendance profiles, and demographic information, as required.
  - x) Inputs and verifies 1701 data.
  - y) Inputs definitions equivalent to Ministry codes for grades, mark symbols, courses and credits in TRAX; and forwards marks from previous years into the record.
  - z) Inputs and verifies reports of graduation requirements.
  - aa) Verifies Grade 12 demographics, transcript reports and course codes with Ministry of Education reports including Advanced Placement.
  - bb) Produces reports for the Ministry of Education regarding graduating students.
  - cc) Transfers and receives data to/from the Ministry of Education regarding graduating students.
  - dd) Checks and verifies information to and from the Ministry in July of each year.
  - ee) May provide in-service to teaching staff on using specific modules of student information systems.
  - ff) Inputs information from a variety of source documents utilizing various computer programs.
  - gg) Responsible for the preparation and accuracy of student records, lists and reports such as permanent record cards, attendance, student registration and enrollment reports.
  - hh) Prepares month end and year end reports for Ministry and District School Administration.
  - ii) Assists in the development of the master timetable and various timelines.
  - jj) Trains others in the use of programs.
  - kk) Performs other clerical or emergent duties.

**SUPERVISION RECEIVED:**

Principal/Vice-Principal

**SUPERVISION/DIRECTION EXERCISED:**

Provides orientation to new or temporary staff.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Operates a computer and various office equipment. Maintains and files a variety of records and reports pertaining to the school system.

**FINANCIAL RESOURCES:**

Checks and ensures accuracy of data. Analyzes discrepancies in data.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

/km SD No. 59 – JD 036

# SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)

## JOB DESCRIPTION

Dept.: Schools

Classification Title: Special Ed Support – Level 1

Date: May 18, 2011

Grid Level: 5

### PRIMARY FUNCTION:

To provide assistance and support to the classroom teacher in the implementation of individual programs for students in the areas of: academic/intellectual, social/emotional, behavioral, self- determination/ independence, and physical in an inclusive environment.

**JOB DUTIES AND TASKS:**

1. Provide assistance and support to the classroom teacher in the implementation of individual programs for students in the areas of: academic/intellectual, social/emotional, behavioral, self-determination/independence, and physical.
  - a) Provides assistance and support to the teacher by ensuring familiarity with program requirements in academic, non-academic, elective and adaptive skills.
  - b) Tracks student growth as indicated from the teacher prepared materials.
  - c) Involves the student in small group activities with other students using management techniques, as required.
  - d) Monitors classroom activities developed by the teacher during short periods of teacher absence from the room.
  - e) As requested, meets with the teacher and parents of students to share information.
  - f) Participates as a member of a team to develop and implement the IEP's.
  - g) Provides direct assistance with classroom activities and interprets instructions and information to assist students in pursuing their assignments.
  - h) Assist in preparing classroom materials to support student's personalized learning programs.
  - i) Assists in the utilization of resources/equipment to support student's personalized learning programs.
  - j) Involves the student in self-assessment activities for his/her personal growth.
  - k) Assists students in the use of assistive technology, as required.
  - l) Participates with the student in life skills activities such as using public transport, shopping, and providing guidance for personal hygiene.
  - m) May be required to transport students as part of a personalized learning program.
  - n) Participates in field trips during regular working hours.
  - o) May be requested to participate in overnight field trips when appropriate for students.

2. Other related duties.

- a) Provides guidance in the safe use of equipment such as appliances, utensils and machines.
- b) Maintains documentation related to student progress.
- c) In conjunction with the supervisor, works collaboratively with district staff, parents, social workers and other professionals.
- d) Intervenes to keep order among students to ensure a safe environment.
- e) Maintains the confidentiality of all work-related information.
- f) Cleans up work area and relieves co-workers for breaks, as needed.

**SUPERVISION RECEIVED:**

Principal/Vice-Principal. Receives work assignments from teachers and/or Principal/Vice-Principal.

**SUPERVISION/DIRECTION EXERCISED:**

May provide orientation to new employees.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Operates and troubleshoots assistive technology to assist students. Maintains records and reports relating to assigned students.

**FINANCIAL RESOURCES:**

Use program funds to pay for student activities and program based materials.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

# **SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)**

## **JOB DESCRIPTION**

Dept.: Schools

Classification Title:

Special Ed. Support –  
Level 2 (Multiple Needs)

Date: September 28, 2011

Grid Level: 7

### **PRIMARY FUNCTION:**

To provide assistance and support to the classroom teacher in the implementation of individual programs for students in the areas of: academic/intellectual, social/emotional, behavioral, self-determination/independence, and physical in an inclusive environment.

### **JOB DUTIES AND TASKS:**

1. Provide assistance and support to the classroom teacher in the implementation of individual programs for students in the areas of: academic/intellectual, social/emotional, behavioral, self-determination/independence, and physical.
  - a) Provides assistance and support to the teacher by ensuring familiarity with program requirements in academic, non-academic, elective and adaptive skills.
  - b) Tracks student growth as indicated from the teacher prepared materials.
  - c) Involves the student in small group activities with other students using management techniques, as required.
  - d) Monitors classroom activities developed by the teacher during short periods of teacher absence from the room.
  - e) As requested, meets with the teacher and parents of students to share information.
  - f) Participates as a member of a team to develop and implement the IEPs.
  - g) Provides direct assistance with classroom activities and interprets instructions and information to assist students in pursuing their assignments.
  - h) Assist in preparing classroom materials to support student's personalized learning programs.
  - i) Assists in the utilization of resources/equipment to support student's personalized learning programs.
  - j) Involves the student in self-assessment activities for his/her personal growth.
  - k) Assists students in the use of assistive technology, as required.
  - l) Participates with the student in life skills activities such as using public transport, shopping, and providing guidance for personal hygiene.
  - m) May be required to transport students as part of a personalized learning program.
  - n) Participates in field trips during regular working hours.
  - o) May be requested to participate in overnight field trips when appropriate for students.

2. Provides direct assistance to individual students.
  - a) Provides activities to promote and enhance functional communication, socialization, and sensory integration as appropriate to the goals in the IEP.
  - b) Utilizes behavior management techniques for students with severe behavior as appropriate to the goals in the IEP.
  - c) Assists students with mobility needs such as wheelchairs, walkers etc. Pushes and secures wheelchairs to assist students during entering or exiting bus and to and from class. Lifts student in and out of wheelchair, as required.
  - d) Operates, assembles, dismantles and cleans specialized and therapeutic student equipment such as wheelchairs, commode chairs, standing frames, feeding chairs, breathing masks, etc.
  - e) Prepares provided lunch and assists student with feeding which may include tube feeding.
  - f) Assists student with personal hygiene, may require toileting, diapering and showering.
  - g) Follows protocol to deal with student health needs, such as seizure management, diabetes, etc.
  - h) May be required to administer medication and document as per district policy.
3. Other related duties.
  - a) Provides guidance in the safe use of equipment such as appliances, utensils and machines.
  - b) Maintains documentation related to student progress.
  - c) In conjunction with the supervisor, works collaboratively with district staff, parents, social workers and other professionals.
  - d) Intervenes to keep order among students to ensure a safe environment.
  - e) Maintains the confidentiality of all work-related information.
  - f) Cleans up work area and relieves co-workers for breaks, as needed.

#### **SUPERVISION RECEIVED:**

Principal/Vice-Principal. Receives work assignments from teachers and/or Principal/Vice-Principal.

#### **SUPERVISION/DIRECTION EXERCISED:**

May provide orientation to new employees.

#### **PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Operates and troubleshoots assistive technology to assist students. Maintains records and reports relating to assigned students.

#### **FINANCIAL RESOURCES:**

Use program funds to pay for student activities and program based materials.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*



# **SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)**

## **JOB DESCRIPTION**

Dept.: Transportation

Classification Title:

Special Needs Support -  
Transportation

Date: May 25, 2011

Grid Level: 2

### **PRIMARY FUNCTION:**

To board, secure, and unload students in wheelchairs, and to assist and maintain order and promote safety among students during bus transit.

### **JOB DUTIES AND TASKS:**

1. Provides assistance to students during bus loading, unloading and in transit.
  - a) Meets students and organizes the loading at bus stop, operates wheelchair lift as required and secures wheelchairs for safe transit.
  - b) Keeps order, usually by tone of voice, among students during transit so as bus driver is not disturbed.
  - c) Uses basic sign language to communicate with special needs students to instruct them to go, stop, get off, etc.
  - d) Takes care of students needs during transit which includes attending to medical problems such as seizures, etc.
  - e) Reports unsanitary conditions on the bus to the bus driver.
  - f) Unloads students at the school, and assists in pushing wheelchairs into the building.
  - g) On return trip, ensures that a responsible persons meets special needs students prior to student leaving the bus.
2. Other related duties.
  - a) Maintains good relations with parents and special education support personnel at the school.
  - b) Maintains the confidentiality of all work related information.
  - c) Intervenes to keep order among students to ensure a safe environment.

### **SUPERVISION RECEIVED:**

Transportation Manager.

### **SUPERVISION/DIRECTION EXERCISED:**

May provide orientation to new staff.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Operates bus wheelchair lift to load and unload students in wheelchairs.

**FINANCIAL RESOURCES:**

No financial responsibilities.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

/km SD No. 59 – JD #20

# **SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)**

## **JOB DESCRIPTION**

Dept.: Schools

Classification Title: Supervision Attendant

Date: May 18, 2011

Grid Level: 1

### **PRIMARY FUNCTION:**

To supervise students on school property, in the lunch room, hallways, common and outside areas, and ensure the existing rules, regulations and safety standards are maintained.

### **JOB DUTIES AND TASKS:**

1. Provides supervision of students on school property.
  - a) Supervises students in lunch room, hallways, common and outside areas on school property.
  - b) Ensures existing rules, regulations and safety standards are being met and maintained on school property.
  - c) Reports to the school office and advises on the nature of help or assistance required in the event of an accident or emergency.
  - d) Intervenes to manage conflict and to keep order among students to ensure a safe environment and reports all incidents and actions taken to the Principal/Vice-Principal.
  - e) Maintains the confidentiality of all work related information.

### **SUPERVISION RECEIVED:**

Principal/Vice-Principal, and Teacher- in-Charge.

### **SUPERVISION/DIRECTION EXERCISED:**

May provide orientation to new staff.

### **PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Reports incidents and actions taken to Principal/Vice-Principal.

### **FINANCIAL RESOURCES:**

No financial responsibilities.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

# **SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)**

## **JOB DESCRIPTION**

Dept.: Schools

Classification Title: Vision Support Worker

Date: October 26, 2011

Grid Level: 8

### **PRIMARY FUNCTION:**

To provide assistance and support to the classroom teacher in the implementation of individualized approaches to programs for students with vision loss to the extent to be legally blind. Emphasis is on developing or mastering compensations through introductory and advanced braille, Nemeth code, computer technology, enhancing the senses of touch and sound, and providing tactile resources. Emphasis is also on safe movement throughout familiar settings and promoting independence.

### **JOB DUTIES AND TASKS:**

1. Provide assistance and support to the classroom teacher in the implementation of individual programs for students in the areas of: academic/intellectual, social/emotional, behavioral, self-determination/independence, and physical.
  - a) Provides assistance and support to the teacher by ensuring familiarity with program requirements in academic, non-academic, elective and adaptive skills.
  - b) Tracks student growth as indicated from the teacher prepared materials.
  - c) Involves the student in small group activities with other students using management techniques, as required.
  - d) Monitors classroom activities developed by the teacher during short periods of teacher absence from the room.
  - e) As requested, meets with the teacher and parents of students to share information.
  - f) Participates as a member of a team to develop and implement the IEP's.
  - g) Prepares materials and transcribes teacher prepared materials into braille as well as converts student prepared braille assignments into regular print in a timely manner.
  - h) Brailles consistently accurate material using the manual braille and computerized Braille printer.
  - i) Collects data; maintaining formal written and/or charted documentation related to the student as required in the IEP developed by the support team.
  - j) Provides direct assistance with classroom activities through the use of braille books, prepared braille materials, computer programs utilizing sound, etc., and interprets instructions and information correctly to assist students in pursuing their assignments.
  - k) Functions productively and efficiently with adaptive technology.
  - l) Organizes and prepares a variety of classroom aids and materials issued in the program.
  - m) Sets up and supervises appropriate lab equipment to facilitate safe participation by the student.
  - n) Assists students in the use of assistive technology, as required.

- o) Participates with the student in life skills activities such as mobility and orientation skills, shopping, and differentiating among coins as well as paper denominations, etc.
- p) May be required to transport students as part of a personalized learning program.
- q) Participates in field trips during regular working hours.
- r) May be requested to participate in overnight field trips when appropriate for students.

2. Other related duties.

- a) Provides guidance in the safe use of equipment such as appliances, utensils, and machines.
- b) In conjunction with the supervisor, works collaboratively with district staff, parents, social workers, and other.
- c) Intervenes to keep order among students to ensure a safe environment.
- d) Maintains the confidentiality of all work related information.
- e) Works with other students in the classroom, if time permits.
- f) Clean up work area and relieves co-workers for breaks, as needed.
- g) Maintains documentation related to student progress.

**SUPERVISION RECEIVED:**

Principal/Vice-Principal. Receives work assignments from teachers and/or Principal/Vice-Principal.

**SUPERVISION/DIRECTION EXERCISED:**

May provide orientation to new employees.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Operates and troubleshoots assistive technology to assist students. Maintains records and reports relating to assigned students. May be required to drive to alternate worksites from time to time to provide service.

**FINANCIAL RESOURCES:**

Use program funds to pay for student activities and program based materials.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*