

Staff Roles & Responsibilities

source: Handbook of CUPE 2020 Job Descriptions

Library Support

POSITION SUMMARY

- The Library Clerk provides typing and clerical support to the Teacher Librarian and provides assistance to the library users.
- This position works under the immediate direction of the Teacher Librarian and the general supervision of the Principal.

TYPICAL DUTIES

- Type a variety of items related to library functions including catalogue cards, book orders, bibliographies and correspondence.
- Assist with circulation of books, periodicals and audio visual material and equipment by checking them in and out, carding books, shelving books, ensuring proper book order on shelves and following up on overdue.
- Process resource materials, checking for accuracy and reporting discrepancies.
- Assist students and teachers in locating desired materials.
- File and maintain vertical file, card catalogue, shelf lists, periodicals, pictures files and other library files.
- Prepare minor bibliographies by referencing card catalogues on a specific topic.
- Set up book displays and bulletin boards and assist with book fairs.
- Perform minor book repairs including repairs to jacket covers, pasting or taping spines and regluing card jackets.
- Receive, open date stamp and dispatch library mail.
- Assist with library inventory.
- Occasionally lift and move library supplies and equipment.
- Supervise student when and where required.
- Operate equipment such as typewriter, duplicating machines, laminator, calculator, computer and audio visual equipment.
- Keep library work areas neat and tidy.
- Perform other assigned comparable duties which are within the scope of knowledge, skill and abilities required by this position.

Special Education Assistant

POSITION SUMMARY

- The Teacher Assistant performs a variety of duties related to working with students and the preparation of teaching materials.
- This position works under the supervision of the Principal and will in the course of duties take direction from individual teachers.

TYPICAL DUTIES

- Work with students on a one to one, small group or large group basis.
- Provide assistance to special needs students such as the completion of prescribed academic, recreational and arts/crafts programs, and in the development of personal independence, self care (possibly including feeding, dressing, toileting and mobility and motor skills).
- Assist with implementation and monitoring of behaviour management programs including observation, record keeping and follow-up.
- Operate equipment pertaining to the classroom instruction,
- Assist with maintenance of records related to student progress, including anecdotal reports to teachers.
- Assist in the administering, scoring, and recording results of a variety of assessment instruments.
- Prepare teaching materials such as worksheets, test, handouts and display charts.
- Prepare classroom displays and bulletin boards.
- Provide feedback to the teacher on the academic and behavioural progress of students and assist with the program planning.
- Supervise students when and where required.
- Mark tests, worksheets and other student's assignments under teacher directed specifications.
- Assist with classroom discipline and assist students to stay on task.
- Assist with classroom inventory.
- Participate in field trips
- Administer minor first aid; advise supervising teacher or Principal
- Occasionally lift and move classroom supplies and equipment.
- Perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

Home School Coordinator

POSITION SUMMARY

- The Home/School Co-ordinator works with the school staff, students and the Haida community to instill in all students an appreciation of the Haida culture and to assist and encourage students to achieve their greatest potential.
- This position reports directly to the Principal and will in the course of duties take direction from the Vice Principal and respond to request from the school staff as approved by the Principal.

TYPICAL DUTIES

- Advise Haida students on personal and school-related problems and gives assistance in matter affecting their education.
- Advise teachers, counselors and administrators of any problems regarding Haida students.
- Provide a parent-teacher liaison and informs parents on matter affecting their children's education.
- Assist students during classroom activities.
- Assist students with special learning needs.
- Supervise students when and where required.
- Administer minor first aid; advise supervising teacher or Principal.
- Facilitate and work with other agencies such as Child and Family Services, Public Health and the Band Council.
- Promote a positive image of the school in the Haida community.
- Gather, develop and promote materials which relate to Haida culture for use in the curriculum.
- Assist teachers in the development of a Haida cultural component in school programs.
- This includes identification and co-ordination of resource people and field trips.
- Perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

District Resource Centre Clerk/ Technician

POSITION SUMMARY

- The Resource Centre Clerk performs a variety of clerical and para-professional duties relative to the circulation of teacher resource materials and the operation of the District Resource Centre.
- This position reports directly to the Director of Instruction and takes direction from the Resource Centre Advisory Committee.

TYPICAL DUTIES

- Type a variety of materials such as correspondence, newsletters, purchase orders and documentation related to Resource Center Advisory Committee meetings.
- Compose routine correspondence on a variety of topics.
- File and maintain items such as correspondence and catalogues.
- Input and retrieve data such as maintaining inventory, reserving and updating instructional resources, circulation statistics, overdue lists and printouts for delivery using a computer.
- Prepare and distribute Resource Centre catalogue on a an annual basis and provide information on new materials at least quarterly.
- Maintain adequate inventory of office and general supplies.
- Receive and dispatch Resource Centre mail.
- Duplicate, sort, collate and staple materials.
- Review monthly Resource Centre budget printout, report discrepancies and monitor accounts.
- Maintain/regularly balance petty cash account.
- Order new materials, and where necessary replacement items.
- Review and ensure accuracy of incoming orders and submit discrepancy reports.
- Catalogue and prepare new resource materials for use.
- Maintain Resource Centre inventory.
- Shelf read to keep items in proper order.
- Contact borrowers regarding overdues.
- Operate all equipment pertaining to the District Resource Center.
- Prepare instructional resources for delivery; ensure completeness of returned items; monitor and record missing components; re-shelf items for future use.
- Answer inquires form staff by telephone, facsimile, e-mail or in person, assist in identifying and locating desired materials and record requests of use.
- Attend DRC Advisory Committee Meetings, act as a secretary/resource person, and after approval, prepare, type and circulate minutes.
- Promote awareness of services offered by Resource Centre including assistance in staff orientation programs.
- Maintain tact and diplomacy between staff, suppliers and the public.
- Pack, unpack, lift and move instructional resources and equipment.

- Keep Resource Centre neat and tidy.
- Maintain security of Resource Centre.
- Perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.