

**SCHOOL DISTRICT NO. 50 (HAIDA GWAI)**

**HANDBOOK OF CUPE – LOCAL 2020  
JOB DESCRIPTIONS**

July 2012

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**SCHOOL DISTRICT NO.50 (HAIDA GWAII ) / C.U.P.E. LOCAL 2020**

**TITLE**

Clerk Typist

**DEPARTMENT**

Schools

**POSITION SUMMARY**

The Clerk Typist types a variety of materials and performs a variety of clerical duties.

This position works under the immediate direction of the School Secretary and under the supervision of the Principal.

**POSITION REQUIREMENTS**

- Grade 12 graduation/supplemented by typing 50 c.w.p.m. and general office procedures.
- Six months to one year related experience.
- Working knowledge in computer operations such as Chancellor, Turbo Schools or Windsor/Hart and BCeSIS.
- Ability to operate various office equipment including photocopy, facsimile, public address, postage machine, laminator, and shredder.
- Ability to work with constant interruptions and to meet deadlines.
- Ability to use judgement in carrying out established procedures.
- Ability to use tact and diplomacy in contacts with parents, public, staff and students.
- Good knowledge of Business English, spelling and punctuation.
- Recognize and respect the confidential nature of all information related to students, parents and staff.
- Trained in WCB – Level I First Aid or better or the willingness to obtain the same.

**TYPICAL DUTIES**

- Type a variety of materials such as correspondence, newsletters, report cards, general reports, classroom materials and memoranda. May be required to maintain Internet sites.
- Assist with the collections of monies.
- Input and retrieve data using a computer.
- Complete various month-end reports such as teacher and substitute use and student enrolment.

- Answer inquires and relay messages from parents, students, public and other staff by telephone, e-mail or in person.
- File and maintain a variety of materials such as student report cards, student files, non-confidential correspondence, newsletters, classroom materials and memoranda.
- Keep office work areas neat and tidy.
- Assist with the maintaining of adequate inventory of office and general supplies.
- Sort and distribute incoming mail and may pick up and deliver to post office.
- Operate all available office equipment.
- Occasionally lift and move office supplies and equipment.
- Supervise students in the office in the absence of an administrative officer or a teacher.
- Administer minor first aid; advise parents of injury or illness.
- Assist with registration of new students.
- Request and forward student files for transferring students.
- Perform other assigned comparable duties, which are within the scope of knowledge, skills, and abilities required by this position.

**SCHOOL DISTRICT NO. 50 (HAIDA GWAI / C.U.P.E. LOCAL 2020**

**TITLE**

Library Clerk

**DEPARTMENT**

Schools

**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.

**POSITION REQUIREMENTS**

- Grade 12 graduation including typing 50 c.w.m.p. and general office procedures.
- One to two years related experience.
- Working knowledge in computer operations such as database.
- Ability to work with constant interruptions and to meet deadlines.
- Ability to use judgement in carrying out established procedures.
- Ability to use courtesy and tact in the routine exchange or provision of information with internal contacts.
- Good knowledge of Business English, spelling and punctuation.
- Recognize and respect the confidential nature of all information related to students, parents and staff, and ability to work with these groups.
- Trained in WCB – Level I First Aid or better or the willingness to obtain the same.

**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 overdues.
- 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 students when and where required.
- Operate equipment such as typewriter, duplicating machines, laminator, calculator, computer and audiovisual 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.

**SCHOOL DISTRICT NO.50 (HAIDA GWAI) / C.U.P.E. LOCAL 2020**

**TITLE**

Noon Hour Supervisor

**DEPARTMENT**

Schools

**POSITION SUMMARY**

The Noon Hour Supervisor patrols within the school and on the playground areas to provide a high level of visibility and a proactive, positive involvement with students to ensure their safety and well being.

This position reports directly to the Principal, and will in the course of duties take direction from the Vice Principal (where applicable).

**POSITION REQUIREMENTS**

- Grade 12 graduation.
- Able to work with students under direction of school administration.
- Ability to determine, judge and select appropriate course of action within limits of established rules and procedures.
- Ability to use tact and diplomacy in contacts with parents, public, staff and students.
- Flexibility and adaptability in dealing with student situations in a firm and equitable manner.
- Trained in WCB Level I First Aid or better or the willingness to obtain the same.

**TYPICAL DUTIES**

- Monitors students and intervenes when students engage in inappropriate behaviour.
- When necessary, direct misbehaving students to the attention of the school administration.
- Write up reports on accidents and/or incidents witnessed.
- Administer minor first aid; advise administration.
- Maintains confidentiality of sensitive information.
- Performs other assigned comparable duties, which are within the scope of knowledge, skills and abilities required by this position.

**SCHOOL DISTRICT NO.50 (HAIDA GWAI) / C.U.P.E. LOCAL 2020**

**TITLE**

Secondary School Administrative Assistant

Revised: June 2012

**DEPARTMENT**

George M. Dawson Secondary and Queen Charlotte Secondary Schools

**POSITION SUMMARY**

The Secondary School Administrative Assistant acts as a confidential administrative assistant to the Principal, ensures the efficient operation of the school office and performs a variety of administrative assistant duties for the school staff as approved by the Principal.

This position reports directly to the Principal and will in the course of duties take direction from the Vice Principal (where applicable) and respond to requests from the school staff.

**POSITION REQUIREMENTS**

- Grade 12 graduation, including typing 60 c.w.p.m., bookkeeping, and office procedures.
- One year of formal training beyond graduation in a field related to the assignment.
- Four years related experience.
- Working knowledge in computer operating systems and electronic student information systems.
- Ability to operate various office equipment including photocopier, facsimile, PA system, postage machine, laminator, and shredder.
- Ability to work with constant interruptions and to meet deadlines.
- Ability to develop procedures.
- Ability to use tact and diplomacy in contacts with parents, public, staff and students.
- Good knowledge of Business English, spelling and punctuation.
- Supervisory responsibility over Clerk Typist.
- Recognize and respect the confidential nature of all information related to students, parents, and staff, and ability to work with these people.
- Trained in WCB Level I First Aid or better, or the willingness to obtain the same.



## **TYPICAL DUTIES**

- Provide administrative support including correspondence, staff evaluations, month-end reports and budget information, organizing and maintaining files.
- Supervise Clerk Typist; including planning, organizing, scheduling and coordinating of work.
- Maintain all school accounts including collection of cash for student fees, etc., issuing receipts, writing cheques, depositing funds and performing monthly bank reconciliations and trial balances.
- Monitoring District and other scholarships, including preparing applications.
- Complete various month-end reports such as teacher absentee and substitute use and student enrolment.
- Answer inquiries and relay messages from parents, students, public and other staff by telephone or in person.
- Complete forms such as purchase orders and Ministry forms and reports, as required.
- Review monthly school budget printout, report discrepancies and monitor accounts.
- Perform other assigned comparable duties, which are within the scope of knowledge, skill and abilities required by this position.

## SCHOOL DISTRICT NO.50 (HAIDA GWAI) / C.U.P.E.LOCAL 2020

### TITLE

School Administrative Assistant

Revised: June 2012

### DEPARTMENT

Tahayghen Elementary, Port Clements Elementary, Sk'aadga Naay Elementary, and Agnes L. Mathers Elementary Jr. Secondary Schools

### POSITION SUMMARY

The School Administrative Assistant acts as a confidential administrative assistant to the Principal, ensures the efficient operation of the school office and performs a variety of administrative assistant duties for the school staff as approved by the Principal.

This position reports directly to the Principal and will in course of duties take direction from the Vice Principal (where applicable) and responds to requests from the school staff.

### POSITION REQUIREMENTS

- Grade 12 graduation, including typing 60 c.w.p.m., bookkeeping, and office procedures.
- One year of formal training beyond graduation in a field related to the assignment.
- Four years related experience.
- Working knowledge in computer operating systems and electronic student information systems.
- Ability to operate various office equipment including photocopier, facsimile, PA system, postage machine, laminator, and shredder.
- Ability to work with constant interruptions and to meet deadlines.
- Ability to develop procedures.
- Ability to use tact and diplomacy in contacts with parents, public, staff and students.
- Good knowledge of Business English, spelling and punctuation.
- Recognize and respect the confidential nature of all information related to students, parents, and staff, and ability to work with these people.
- Trained in WCB Level I First Aid or better, or the willingness to obtain the same.

## **TYPICAL DUTIES**

- Provide administrative support including correspondence, staff evaluations, month-end reports and budget information, organizing and maintaining files.
- Maintain all school accounts including collection of cash, issuing receipts, writing cheques, depositing funds and performing monthly bank reconciliations and trial balances.
- Complete various month-end reports such as teacher absentee and substitute use and student enrolment.
- Answer inquiries and relay messages from parents, students, public and other staff by telephone or in person.
- Complete forms such as purchase orders and Ministry forms, as required.
- Review monthly school budget printout, report discrepancies and monitor accounts.
- Review and ensure accuracy of incoming orders and submit discrepancy reports.
- File and maintain a variety of materials such as correspondence, evaluations, reports, month-end reports and budget information.
- Maintain adequate inventory of office and general supplies.
- Submit and ensure accuracy of support staff timesheets on a weekly basis.
- Sort and distribute incoming mail and may pick up and deliver to post office.
- Operate all available office equipment.
- Occasionally lift and move office supplies and equipment.
- Supervise students in the office in the absence of a Principal or a teacher.
- Administer minor first aid; advise parents of injury or illness.
- Assist with registration and transfer of students.
- Maintain security of office, files and safe.
- Perform other assigned comparable duties, which are within the scope of knowledge, skills and abilities required by this position.

**SCHOOL DISTRICT NO. 50 (HAIDA GWAI) / C.U.P.E. LOCAL 2020**

**TITLE**

Education Assistant

**DEPARTMENT**

Schools

**POSITION SUMMARY**

The Education 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.

**POSITION REQUIREMENTS**

- Grade 12 graduation preferably supplemented by courses in Special Education.
- One to two years of formal training beyond graduation, in a field related to the assignment.
- Ability to work with students in an instructional setting.
- Ability to use courtesy and tact in the exploration and discussion of information with internal contracts.
- Ability to use judgement in applying rules and procedures.
- Knowledge of behaviour management techniques and task analysis techniques desirable.
- Basic skills in computer operations.
- Operate equipment such as photocopying machines, audiovisual equipment, typewriter, laminator and binding machine.
- Recognize and respect the confidential nature of all information related to students, parents and staff.

**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, tests, 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.

**SCHOOL DISTRICT NO.50 (HAIDA GWAI) / C.U.P.E. LOCAL 2020**

**TITLE**

Home/School Co-coordinator

**DEPARTMENT**

Schools

**POSITION SUMMARY**

The Home/School Co-coordinator 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 (where applicable) and respond to requests from the school staff as approved by the Principal.

**POSITION REQUIREMENTS**

- Grade 12 completion preferred.
- One year of formal training beyond graduation, in a field related to the assignment is recognized.
- Intimate knowledge or specialized training of Aboriginal lifestyle and culture; particularly those of the Haida people.
- Experience working with Aboriginal Band Councils.
- Ability to work well with adults, using a high degree of tact, diplomacy and persuasion.
- Ability to communicate in such a way that the cause of both Haida students and parents, and that of the school is well represented.
- Recognize and respect the confidential nature of all information related to students, parents and staff.
- Trained in WCB Level I First Aid or better, or the willingness to obtain the same.

**TYPICAL DUTIES**

- Advise Haida students on personal and school-related problems and assist in matters affecting their education.
- Advise teachers, counselors and administrators of any problems regarding Haida students.
- Provide a parent-teacher liaison and inform parents on matters 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.

**SCHOOL DISTRICT NO.50 (HAIDA GWAI) / C.U.P.E. LOCAL 2020**

**TITLE**

Child Care Worker

**DEPARTMENT**

Secondary Schools

**POSITION SUMMARY**

A Child Care Worker performs a variety of duties related to working with students, their parents, their teachers, the community, and other students in order to assist the students who comprise the caseload of the Child Care Worker to learn to function in social and school settings.

This position works directly under the supervision of the Principal and will in course of his/her duties take direction from members of the school-based team.

**POSITION REQUIREMENTS**

- Grade 12 graduation supplemented by courses in social work, counseling or developmental psychology, or experience working in related fields.
- Ability to work with students in an instructional setting.
- Ability to use courtesy and tact in the exploration and discussion of information with internal contacts.
- Recognize and respect the confidential nature of all information related to students, parents and staff.
- Ability to work well as a team or independent member of the school staff.
- Ability to operate a computer is desirable.
- Operate equipment such as photocopying machines, audiovisual equipment, typewriter, laminator and binding machine.
- Training in WCB Level I First Aid or better, or the willingness to obtain the same.

**TYPICAL DUTIES**

- In general terms, the Child Care Worker will assist educators in promoting the emotional and social development of the students to whom the Child Care Worker is assigned. This Assistance may include:
  - a nutritional or basic cooking skills program;
  - a money management program;
  - a sexuality program;



- a public department program;
  - planning, carrying out, and monitoring a work experience program which meets the standards required by School District No. 50;
- Provide or facilitate individual, group, and/or family counseling on issues of significance to the student and his/her family;
- Act as liaison between relevant social agencies and the school.
  - Provide such personal care as may be required.
  - Attend all appropriate staff meetings at the class and school level.
  - Attend in-service activities organized at the school.
  - Assist in the development and use of IEPs for each student to whom he/she is assigned.
  - Operate equipment pertaining to classroom instruction.
  - Perform other assigned comparable duties, which are within the scope of knowledge, skills and abilities required by this position.

## SCHOOL DISTRICT NO. 50 (HAIDA GWAI) / C.U.P.E. LOCAL 2020

### TITLE

District Resource Centre Clerk

### DEPARTMENT

District Resource Centre

### POSITION SUMMARY

The District 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 Superintendent of Schools and takes direction from the Resource Centre Advisory Committee.

### POSITION REQUIREMENTS

- Grade 12 graduation including typing 60 c.w.p.m. and general office procedures.
- Over one year experience in a field related to the assignment.
- Skills in computer operation including word processing and database.
- Ability to work with interruptions and to meet deadlines.
- Ability to use judgement in carrying out established procedures.
- Ability to use tact and discretion in contacts with staff and suppliers.
- Good knowledge of Business English, spelling and punctuation.
- Operate equipment such as a typewriter, computer, photocopier, projector, video player, TV, audio cassette player and fax machine.
- Ability to perform duties requiring moderate physical exertion.
- Trained in WCB – Level I First Aid or better or the willingness to obtain the same.

### TYPICAL DUTIES

- Type a variety of materials such as correspondence, newsletters, purchase orders and documentation related to District Resource Centre 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 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 inquiries from 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.

**SCHOOL DISTRICT NO. 50 (HAIDA GWAI) / C.U.P.E. LOCAL 2020**

**TITLE**

Accounting Clerk

**DEPARTMENT**

District Administration Office

**POSITION SUMMARY**

Responsible for the process of accounts receivable and payable from mail to computer input to general ledger status, reconciliation of district trade accounts, process of purchase orders , and correspondence which may pertain to any and all of the above.

Although the expectation is that this person has the ability to work without direct day to day supervision, supervisory assistance and monitoring is provided by both the Secretary Treasurer and Accountant for different aspects of the position.

**POSITION REQUIREMENTS**

- Grade 12 graduation plus up to one year of computer operation and/or business training.
- Over two years, up to and including three years practical experience.
- The ability to type with speed and accuracy of at least 60 c.w.p.m.
- The ability to write correspondence using correct spelling and punctuation. A good background in Business English is mandatory.
- Must possess the ability to work unsupervised with sufficient knowledge and background to set priorities for action.
- Must possess the ability to deal courteously and tactfully with suppliers, public and staff. Confidentiality of information is expected.
- The ability to operate regular business equipment is assumed (facsimile, photocopier, computer, adding machines, calculator and postal machine).
- Willingness to learn the payroll process to offer relief time during vacation period of the Accountant.
- Trained in WCB – Level I First Aid or better, or willingness to obtain the same.

## TYPICAL DUTIES

- Validate check coding, distribute batch and input into the computer all purchase orders and invoices for all district locations.
- Maintain and produce, when requested, a numerical list of purchase orders processed. Insure purchase orders are kept on a current basis insuring cancellation and withdrawals are kept current.
- Maintain invoices of accounts receivable on a current basis insuring invoicing and listing are dealt with regularly; at least on a weekly basis.
- Assist other clerical staff in telephone answering service and other general office duties.
- Receives cash and cheques from various sources and receipts same ready for weekly deposits. Additional deposits may be requested from time to time.
- Maintain communications, including correspondence when necessary, with schools and suppliers regarding invoices, freight charges, school accounts on accounts payable and receivable matters.
- Record, transcribe, type and distribute minutes and attend to correspondence from Health and Safety meetings; including coordinating MSDS and inspection forms.
- Insure supplier statements are reconciled on a regular and current basis with all unreconciled amounts being dealt with promptly. Continuing problems must be brought to the attention of a supervisor.
- Prepare manual cheques as directed.
- Prepare, validate and distribute all accounts payable cheques, both manual and Electronic Data Processing.
- Computer input all Journal Entries prepared by the Secretary Treasurer or Accountant.
- Operate all business equipment pertaining to the central office.
- Make necessary arrangements for the billing and safekeeping of all account receivables and account payable documents, subject to policy.
- Maintain records and insure payments of transportation assistance.
- Process and validate all Petty Cash.
- Perform other assigned duties which are within the scope of knowledge, skills and abilities required by the position.

## SCHOOL DISTRICT NO. 50 (HAIDA GWAI) / C.U.P.E. LOCAL 2020

### TITLE

Custodian

Revised: June 2012

### DEPARTMENT

Maintenance

### POSITION SUMMARY

Responsible for the cleanliness, security, energy conservation of the building to which is assigned.

Receives direction for the Working Foreman and is required from time-to-time to carryout requests of the School Staff. Supervisory Control is under jurisdiction of the Maintenance Supervisor.

### POSITION REQUIREMENTS

- Grade 12 level of education is required.
- Previous training such as the Building Service Worker program and/or experience in janitorial procedures would be an asset, or the willingness to learn and maintain safe and proper cleaning techniques.
- Maintain familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety regulations.
- Possess the ability to read and comprehend written instructions and “safety” warning of the products the employee uses and use such products safely.
- Possess mechanical aptitude to operate such janitorial equipment that is used within the facility, proper use and care.
- Possess the ability to meet and deal tactfully with students, members of staff and the public.
- The position is one that has inherent sensory and physical tasks and as such, the job requires the capability to perform tasks such as lifting, pushing, holding, reaching, bending and carrying.
- The position is one that is primarily indoors but occasionally requires to be outside and at times unpleasant tasks are called for owing to the nature of the work.
- Must be able to work alone, but be co-operative with peers when major tasks are encountered. The position may involve demonstrating how to perform janitorial duties to other Custodians.
- Trained in WCB Level I First Aid or better or the willingness to obtain the same.

## **TYPICAL DUTIES**

- General housekeeping tasks including for example sweeping, dusting, cleaning, polishing, carpet and general floor care, window cleaning (inside and out), washroom cleaning, periodic washing of walls, light fixtures and diffusers, washing of students' desks and cleaning of chalkboards.
- General security of building during hours on shift and controlling access to areas specified on "use" form, checking and assuring that all entries and windows are secure before leaving the building.
- Reporting problems to staff or maintenance that may cause a hazard, disruption of the school or prevent further deterioration of the facility or equipment.
- Maintain all concrete outside entryways clean and orderly.
- Assist staff in moving classroom furniture as the need arises.
- Maintain all janitor rooms and equipment in a neat, clean and tidy order.
- Maintain janitorial supplies to a level that does not create excessive crowding in storerooms and to prepare a list of supplies for re-order from central supply.
- To replace classroom furniture glides when needed.
- Performs other assigned comparable duties that are within the scope, skills and knowledge of the position requirements.

**SCHOOL DISTRICT NO. 50 (HAIDA GWAI)/C.U.P.E. LOCAL 2020**

**TITLE**

Maintenance I

**DEPARTMENT**

Maintenance

**POSITION SUMMARY**

This position is considered an entry position for those who have no formal training, is considered an unskilled position and by formal training and/or experience may lead to Maintenance II.

The position requires a person who is able to work by him/herself under a minimal amount of direction. Work assignment control is received from the Working Foreman or a Lead Hand position. Supervisory control is under the jurisdiction of the Maintenance Supervisor.

**POSITION REQUIREMENTS**

- Grade 10 level of education is required, grade 12 would be preferred.
- Previous experience would be an asset or the willingness to learn from hands-on experience.
- Maintain familiarity with Workplace Hazardous Materials Information System (WHIMIS) and Workers Compensation Board (WCB) safety regulation.
- Possess a valid B.C. driver's license.
- Must possess a set of hand tools that are currently listed in Tool List "A" of the current contract agreement and have such tools available during working hours.
- The position is one that has inherent sensory and physical tasks and as such the job requires the capability to perform tasks such as lifting, pushing, holding, reaching, bending and carrying.
- The ability to read, write, comprehend written or oral instructions.
- To be able to work alone and efficiently.
- To co-operate with school staff in adjusting work schedules so as not to affect the instruction of students.
- To meet and deal tactfully with students, members of staff and public. To work harmoniously with persons in his/her peer group.
- Maintain a neat and tidy personal appearance while performing job duties.



- The position is one that requires working both indoors and outdoors and at times to perform unpleasant tasks owing to the nature of the work.
- To operate all vehicles in a manner that is not in conflict with the laws and regulations governing the operation of a motor vehicle in the Province of British Columbia.
- Training in WCB Level I First Aid or better or the willingness to obtain the same.

#### **TYPICAL DUTIES**

- Assists other maintenance staff in the maintenance, repair, renovation and construction of District buildings, equipment, grounds and fixtures.
- To operate mobile and hand pushed power equipment in a manner that is safe to the employee and to other employees, students and the public.
- The employee is expected to participate as a labourer on tasks such as roofing, carpentry, painting, plumbing, excavating and grading, housekeeping, and grounds maintenance under the direction or instruction of a tradesworker or supervisor.
- Performs other assigned comparable duties that are within the scope, skills and knowledge of the employee and of the overall school district's maintenance requirements.

**SCHOOL DISTRICT NO.50 (HAIDA GWAI) / C.U.P.E. LOCAL 2020**

**TITLE**

Maintenance II

**DEPARTMENT**

Maintenance

**POSITION SUMMARY**

This position is considered a semi-skilled position and by formal training and/or experience may lead to Maintenance III.

The employee is expected to assist in any one of the numerous job disciplines required in school facilities maintenance. The employee is normally expected to work under the direction of a more skilled or qualified tradesworker. Work assignments are received from the Working Foreman or a Lead Hand position. Supervision is under the control of the Maintenance Supervisor.

**POSITION REQUIREMENTS**

- Grade 12 level of education is required.
- Previous experience in building maintenance would be an asset or the willingness to learn from hands-on experience or to register in related courses as required by the School District's needs.
- Must possess a set of hand tools that are currently listed in Tool List "B" of the current contract agreement and have such tools available during working hours.
- Maintain familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety regulations.
- Possess a valid B.C. driver's license.
- The position is one that has inherent sensory and physical tasks and as such the job requires the capability to perform tasks such as lifting, pushing, holding, reaching, bending and carrying.
- The ability to read, write and comprehend oral or written instructions, and by degree of experience the ability to read architectural, or mechanical, or electrical drawings.
- To operate safely all hand-held fixed power tools that are made available to the employee and to assure that such tools are kept in a safe workable condition.
- To co-operate with school staff in adjusting work schedules as not to affect the instruction of students.
- To be able to work with minimal supervision on jobs assigned.

- The ability to meet and deal tactfully with students, members of staff and the public.
- To work harmoniously with his/her fellow workers.
- Maintain a neat and tidy personal appearance while performing job duties.
- The position is one that requires both working indoors and outdoors and at times performing unpleasant tasks owing to the nature of the work.
- Trained in WCB Level I First Aid or better or the willingness to obtain the same.

### **TYPICAL DUTIES**

- Performs basic maintenance and repairs to District buildings, equipment, fixtures and grounds.
- Assists maintenance staff in the maintenance repair, renovation and construction of the District buildings and equipment.
- Operates mobile and hand pushed power equipment in a manner that is safe to the employee and to the other employees, students and the public.
- Participate as a semi-skilled worker on tasks such as roofing, carpentry, painting, plumbing, excavating and grading, housekeeping, and grounds maintenance under the direction or instruction of a tradesworker or supervisor.
- Performs other assigned comparable duties that are within the scope, skills and knowledge of the employee and of the overall school district's maintenance requirements.

**SCHOOL DISTRICT NO. 50 ( HAIDA GWAII )C.U.P.E. LOCAL 2020**

**TITLE**

Maintenance III

**DEPARTMENT**

Maintenance

**POSITION SUMMARY**

This position is considered a skilled position in which experience is the principal qualifier. The employee is expected to assist in any one of the numerous job disciplines required in school facilities maintenance.

The employee is normally expected to work under the direction of a Working Foreman or a Lead Hand. It is expected that as a skilled employee he/she will be able to work with a minimum amount of supervision. Supervision is under the jurisdiction of the Maintenance Supervisor.

**POSITION REQUIREMENTS**

- Grade 12 level of education is required.
- Previous experience in building and grounds maintenance is a requisite and the willingness to upgrade skills by experience or enrolling in a bona-fide trade's course leading to certification is desirable.
- Maintain familiarity with Workplace Hazardous Materials Information System (WHIMIS) and Workers Compensation Board (WCB) safety regulations.
- Possess a valid B.C driver's license.
- The position is one that has inherent sensory and physical tasks and as such the job requires the capability to perform tasks such as lifting, pushing, holding, reaching, bending and carrying.
- Ability to read, write and comprehend oral and written instructions, and by degree of experience the ability to read architectural, or mechanical, or electrical drawings.
- To operate safely all hand-held and fixed power tools that are made available to the employee and to assure that such tools are kept in safe workable condition.
- Co-operate with school staff in adjusting work schedules so as not to affect the instruction of students.
- To be able to work with minimal direction once job assignments have been made.
- To be able to meet and deal tactfully with students, members of staff and the public.

- Be able to work harmoniously with his/her fellow workers.
- Maintain a neat and tidy personal appearance while performing job duties.
- The position requires working both indoors and outdoors in fair and inclement weather and at times performing unpleasant tasks owing to the nature of the work.
- Must possess a set of hand tools that are currently listed in “Tool List C” of the current contract agreement and have such tools available during working hours.
- Trained in WCB Level I First Aid or better or the willingness to obtain the same.

### **TYPICAL DUTIES**

- Maintains and repairs District buildings, equipment, fixtures and grounds.
- Assists maintenance staff in the maintenance, repair, renovation and construction of District buildings and equipment.
- Operates mobile and hand pushed power equipment in a manner that is safe to the employee and to other employees, students and the public.
- Participate as a skilled worker on tasks such as roofing, carpentry, painting, plumbing, excavation and grading, housekeeping, and grounds maintenance under the direction or instruction of a tradesworker or supervisor.
- Performs other assigned comparable duties that are within the scope, skills and knowledge of the employee and of the overall school district’s maintenance requirements.

**SCHOOL DISTRICT NO.50 (HAIDA GWAII)/C.U.P.E. LOCAL 2020**

**TITLE**

Students Assistance Program Co-coordinator

**DEPARTMENT**

George M. Dawson Secondary School

**POSITION SUMMARY**

The Student Assistance Program Co-coordinator facilitates education, assessment, referral and treatment sessions for students experiencing abuse, chemical dependency, unwanted pregnancy and other emotional upset.

This position reports directly to the Principal and will in the course of duties take direction from the Vice Principal and/or the School-Based Team and responds to requests from the school staff as approved by the Principal.

**POSITION REQUIREMENTS**

- Post secondary training in the fields of counseling, health care, or social work.
- Ability to work well with troubled students, their parents and teachers, a variety of resource professionals and lay-workers.
- Ability to determine, judge and select appropriate course of action in dealing with students experiencing abuse, chemical dependency, unwanted pregnancy and other emotional upset.

**TYPICAL DUTIES**

- Liaise with community resource professionals to establish and maintain potential referral treatment placements.
- Work with School-Based Team in obtaining parent involvement and support for a student's individual educational program.
- Expedite treatment placements as required by individual educational programs.
- Provide in-service to school staff on various aspects of the Student Assistance Program.
- Maintain tracking records for each student involved in the Student Assistance Program.
- Promote the Student Assistance Program.
- Supervise students when and where required.
- Administer minor first aid; advise supervising teacher or principal.

**SCHOOL DISTRICT NO. 50 (HAIDA GWAI) / C.U.P.E. LOCAL 2020**

**TITLE**

Tradesworker

**DEPARTMENT**

Maintenance

**POSITION SUMMARY**

An employee who does skilled work in which the Board requires the employee to be certified and has successfully attained a valid "Interprovincial Trades Certificate".

The employee normally works under the direction of a Working Foreman or a Lead Hand. Supervision is under the jurisdiction of the Maintenance Supervisor.

It is expected that an employee with a valid Interprovincial Trades Certificate is knowledgeable of and able to put into practice codes regulating his/her trade. The employee should be able to work with a minimum amount of direction.

The employee is expected to perform all duties associated with his/her particular trade.

**POSITION REQUIREMENTS**

- Possess a valid Interprovincial Trades Certificate in the discipline which the Board requires.
- Possess a full set of hand tools that are currently listed in the "Tool List D" of the current contract agreement and have them available during working hours.
- Maintain familiarity with Workplace Hazardous Materials Information System (WHMIS) and Worker's Compensation Board (WCB) safety regulations.
- Possess a valid B.C. Drivers License.
- The position is one that has inherent sensory and physical tasks and as such the job requires the capability to perform tasks such a lifting, pushing, holding, reaching, bending and carrying.
- The ability to read, write and comprehend oral and written instructions and to be able to read construction drawings in the trade qualified.
- Co-operate with school staff in adjusting work schedules so as not to affect the instruction of students.
- To be able to work harmoniously with fellow employees and be willing to impart knowledge and skills to those employees who have lesser experience.
- To meet and deal tactfully with students, members of staff and the public.

- To maintain a neat and tidy personal appearance while performing job duties.
- The position requires both working indoors and outdoors in fair and inclement weather and at times performing unpleasant tasks owing to the nature of the work.
- To be able to work with a minimum amount of direction once job assignments have been made.
- Trained in WCB Level I First Aid or better or the willingness to obtain the same.

### **TYPICAL DUTIES**

- Prioritize work, determine appropriate procedures and equipment needed to perform the work, and what materials are acquired.
- Purchase supplies and material necessary to complete work orders.
- Provide estimates for renovations and maintenance projects when required.
- Repair and install hardware and locking system including panic hardware, door closers, locksets, etc.
- Perform general architectural repairs to school buildings, furniture, and fixtures.
- Perform new construction and equipment installation as required.
- Design, build and install millwork including lockers, bookshelves, counters, cupboards, desks and workstations.
- Perform general glazing installations as required.
- Repair and perform small renovations involving other trades such as dry walling, flooring, electrical and plumbing when required.
- Familiarity with building control systems for fire, intrusion, lighting and heating.
- Perform other assigned comparable duties that are within the scope, skills and knowledge of the employee and of the overall school district's maintenance requirements.



**SCHOOL DISTRICT NO.50 (HAIDA GWAI) / C.U.P.E. LOCAL 2020**

**TITLE**

Lead Hand

**DEPARTMENT**

Maintenance

**POSITION SUMMARY**

Under the direction of the Maintenance Supervisor plan the day-to-day work of those employees in his/her group.

**POSITION REQUIREMENTS**

- To have attained the position of Maintenance III or Tradesworker.
- To be able to plan work schedules on a day-to-day basis for those employees designated by the Maintenance Supervisor in his/her work group.
- Be flexible in planning in cases of emergencies.
- To have a good working knowledge of all the facilities in which he/she must work.

## **SCHOOL DISTRICT NO. 50 (HAIDA GWAII)/C.U.P.E. LOCAL 2020**

### **TITLE**

Working Foreman

### **DEPARTMENT**

Maintenance

### **POSITION SUMMARY**

An employee who does skilled work in which the Board requires the employee to be certified and has successfully attained a valid "Interprovincial Trades Certificate".

It is expected that an employee with a valid Interprovincial Trades Certificate is knowledgeable of and able to put into practice codes regulating his/her trade. The employee should be able to work with a minimum amount of direction.

### **POSITION REQUIREMENTS**

- Possess a valid Interprovincial Trades Certificate in the discipline, which the Board requires; minimum two years beyond the apprenticeship program.
- Possess a full set of hand tools that are currently listed in the "Tool List D" of the current contract agreement and have them available during working hours.
- Maintain familiarity with Workplace Hazardous Materials Information System (WHMIS) and Worker's Compensation Board (WCB) safety regulations.
- Possess a valid B.C. Drivers License.
- The position is one that has inherent sensory and physical tasks and as such the job requires the capability to perform tasks such as lifting, pushing, holding, reaching, bending and carrying.
- The position requires training and/or supervision of custodial, other maintenance personnel and contractors.
- The ability to read, write and comprehend oral and written instructions and to be able to read construction drawings in the trade qualified.
- Co-operate with school staff in adjusting work schedules so as not to affect the instruction of students.
- To be able to work harmoniously with fellow employees and be willing to impart knowledge and skills to those employees who have less experience.
- To meet and deal tactfully with students, members of staff and public.
- To maintain a neat and tidy personal appearance while performing job duties.

- The position requires both working indoors and outdoors in fair and inclement weather and at times performing unpleasant tasks owing to the nature of the work.
- To be able to work with a minimum amount of direction once job assignments have been made.
- Trained in WCB Level I First Aid or better or the willingness to obtain the same.

### **TYPICAL DUTIES**

- Prioritize work, determine appropriate procedures, equipment and materials needed to perform the work.
- Purchase supplies and material necessary to complete work orders.
- Provide estimates for renovations and maintenance projects when required.
- Repair and install hardware and locking system including panic hardware, door closers, locksets, etc.
- Perform general architectural repairs to school buildings, furniture, and fixtures.
- Perform new construction and equipment installation as required.
- Design, build and install millwork including lockers, bookshelves, counters, cupboards, desks and workstations.
- Perform general glazing installations as required.
- Repair and perform small renovations involving other trades such as dry walling, flooring, electrical and plumbing when required.
- Familiarity with control systems for fire, intrusion, lighting, and heating.
- Call replacement custodians and log shifts for secondary seniority.
- Assist in scheduling preventative maintenance programs.
- Perform other related duties as assigned and monitor the quality of workmanship.
- Perform all duties associated with his/her particular trade and all duties of the Tradesworker.
- Perform other assigned comparable duties that are within the scope, skills and knowledge of the employee and of the overall school district's maintenance requirements.

**SCHOOL DISTRICT NO. 50 (HAIDA GWAI) / C.U.P.E. LOCAL 2020**

**TITLE**

Student Laboratory Assistant

**DEPARTMENT**

Schools

**POSITION SUMMARY**

The Student Laboratory Assistant position is made available to exemplary students who have demonstrated a high standing in their schoolwork and wish to grow and be challenged by putting theory into practice.

A variety of duties related to working in a laboratory situation are performed.

This position works under the immediate direction of the science teacher(s) and the general supervision of the Principal and/or Vice-Principal.

**POSITION REQUIREMENTS**

- According to the articulated expectations of teacher(s) and administration, meet and maintain effort and behaviour in class and in the school.
- Be a least sixteen years of age.
- Be a senior student with a high academic standing.
- Be enrolled in senior science courses while holding the position.
- Be planning to engage in a career in science.
- Use courtesy in dealing with students and staff.
- Operate a computer and use word processing, spreadsheet, and data base software.
- Use safe laboratory procedures.

**TYPICAL DUTIES**

- Label, catalogue, classify, organize and shelve equipment and supplies.
- Maintain and clean instructional equipment
- Set up equipment and supplies for labs and experiments.
- Make classroom displays.
- Photocopy and collate materials.
- Performs other assigned, comparable duties which are within the scope of knowledge, skills, and abilities required by this position.

**SCHOOL DISTRICT NO.50 (HAIDA GWAI) / C.U.P.E. LOCAL 2020**

**TITLE**

Confidential Administrative Assistant

Revised: June 2012

**DEPARTMENT**

District Administration Office

**POSITION SUMMARY**

Reporting to the Secretary Treasurer, the Confidential Administrative Assistant provides a variety of confidential and routine executive level administrative assistant services as directed.

**POSITION REQUIREMENTS**

- Grade 12, plus completion of up to one year relevant post secondary training.
- Over three years, up to four years related administrative assistance experience is preferred.
- Experience with Microsoft Office programs.
- Team player with excellent written and oral communication skills.
- Must be extremely well organized, able to adjust priorities in a constantly changing, fast-paced environment.
- Ability to maintain confidentiality of all work related information.

**TYPICAL DUTIES**

- Provide administrative support including correspondence, reports, presentations, organizing and maintaining files, coordinating travel, scheduling meetings and appointments for senior management and the Board of Education when appropriate.
- Responsible for preparing and maintaining various documents, schedules and databases (such as the Maintenance Work Order system and Cleaning Requisition inventory) as required.
- Assists in planning and organizing events, including booking Board Room use.
- Acts as the Board Office receptionist.
- Receive and discharge the District Administration Office mail; receive and discharge mail for the Superintendent of Schools and the Secretary Treasurer.
- Prepares purchase orders and credit card authorization, as well as monitors receipt of goods where appropriate.

- Responsible for purchasing office supplies and for all office equipment; including ordering appropriate supplies and obtaining maintenance services when needed.
- Responsible for maintaining District Internet sites.
- Be the contact for the District Housing Program; process documents related to housing tenancy and maintenance requests, expedite agreements.
- May be requested to record and transcribe minutes from meetings.
- Coordinate custodian replacements, record of absence reports and call-out system.
- Responsible for special education files, student transcripts and personal record cards.
- Proven ability to work with private and confidential information.
- Assists with the Queen Charlotte Secondary weight room membership administration.
- Performs other duties as directed by the Secretary Treasurer and/or Superintendent of Schools.

## **TITLE**

First Nations Resource Worker

Adopted: October 2005

Revised: June 2006

## **DEPARTMENT**

Schools

## **POSITION SUMMARY**

The First Nations Family Resource Worker is responsible to assist students and families in understanding what is needed for success in school and to facilitate better communication between parents/guardians and their schools. This position reports directly to the Haida Education Director.

This position will provide intervention or prevention programs for at-risk behaviours in aboriginal students.

## **POSITION REQUIREMENTS**

- Grade 12 and/or a minimum of one year of relevant college courses or demonstrated successful experience working with First Nations students.
- A thorough understanding of local First Nations history and culture as well as contemporary First Nations issues.
- Demonstrated ability to work as part of a team.
- A thorough understanding of the educational and behavioural problems faced by students and a commitment to address those problems.
- Experience in working with children, youth and/or parents/guardians.
- Exercises discretion and confidentiality in dealing with all matters pertaining to students and staff.
- Ability to maintain individual files, records of interviews and other reports.
- Possess a valid BC Driver's License.
- Willingness to take initiatives with students and parents/guardians.
- Good organizational skills.
- Excellent interpersonal skills.

## **TYPICAL DUTIES**

- Develops and promotes shared ownership of the education of local First Nations children through the interactive involvement of the home, school, and community.
- Assists and advises families on school matters through contact with individual parents/guardians or students, the family unit, or with groups of parents/guardians and/or students and/or family units.
- Facilitates home-school-home relationships.
- Works in consultation with Haida Education team.
- Facilitates the healthy lifestyle of children referred to the team.
- Consults with school-based teams of teachers and principals.
- Acts as a liaison between parents/guardians, teachers, administrators, students and community agencies.
- Provides information sharing opportunities for parents/guardians and staff within the district.
- Work flexible hours to meet needs of student, parents and communities.
- Performs other related duties as assigned or required.



**SCHOOL DISTRICT NO. 50 (HAIDA GWAI) / C.U.P.E. LOCAL 2020**

**TITLE**

Haida Education Administrative Assistant

Adopted: October 2005

Revised: June 2006

**DEPARTMENT**

District Administration Office

**POSITION SUMMARY**

The Haida Education Administrative Assistant acts as a confidential secretary to the Haida Education Director, ensures the efficient operation of their programs and performs a variety of secretarial duties.

The position requires a person who is able to work by him/herself under a minimal amount of direction. This position reports directly to the Haida Education Director.

**POSITION REQUIREMENTS**

- Grade 12 graduation, including typing 60 c.w.p.m., bookkeeping, and office procedures.
- One year of formal training beyond graduation in a field related to the assignment.
- A thorough understanding of local First Nations history and culture as well as contemporary First Nations issues.
- Four years related experience.
- Experience working with Haida Elders.
- Working knowledge in computer operations such as Desktop Publisher and Microsoft Office.
- Ability to operate various office equipment including photocopier, facsimile, postage machine and shredder.
- Ability to determine, judge and select appropriate course of action within limits of established rules and procedures.
- Ability to use tact and diplomacy in contacts with parents, public, staff and students.
- Good knowledge of Business English, spelling and punctuation.
- Recognize and respect the confidential nature of all information related to students, parents, and staff, and ability to work with these people.
- Possess a valid BC Driver's License.
- Trained in WCB Level I First Aid or better, or the willingness to obtain the same.

## **TYPICAL DUTIES**

- Provide administrative support including correspondence, reports, presentation, organizing and maintaining files, coordinating travel, scheduling meetings and appointments for the Haida Education Director and other management when appropriate.
- Responsible for preparing and maintaining various documents, schedules and databases as required.
- Assists in planning and organizing events.
- Input and retrieve data using a computer.
- Maintain tact and diplomacy between staff, students and the public.
- Answer inquiries and relay messages from parents, students, public and other staff by telephone or in person.
- Keep office work area neat and tidy.
- Maintain adequate inventory of office and general supplies.
- Occasionally lift and move office supplies and equipment.
- Assist with hiring Haida Elders.
- Occasionally transport participants of Haida Education programs.
- Perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

## **TITLE**

Information Technology (IT) Technician

Revised: June 2012

## **DEPARTMENT**

Schools

## **POSITION SUMMARY**

The primary job function is to support a variety of hardware, software and network platforms for the purpose of enhancing learning through technology.

This position reports directly to the Information Technology Manager and will work in collaboration with the Principal and Vice Principal (where applicable) to enhance content learning.

The Information Technology Technician performs a variety of duties to support the information systems at the school level.

## **POSITION REQUIREMENTS**

- Completion of a two year Diploma of Technology program from an accredited institution.
- Two to three years experience troubleshooting in a networked environment.
- A good understanding of Local Area and Wide Area Networking.
- A good understanding of client/server technology.

## **TYPICAL DUTIES**

- Repairs and maintains computer equipment by troubleshooting software, hardware, and network problems and providing assistance to staff.
- Ability to support a multiple operating system environment.
- Installs and maintains the network environment in the school.
- Installs new computers and software in the school.
- Repairs and maintains audio-visual equipment.
- Maintains an inventory list of all equipment including warranty and maintenance information.
- Attends technology conferences and workshops.
- Researches products and makes recommendations for the purchase or disposal of computer and audio-visual equipment and software.
- Transports, loads, unloads and uncrates equipment as required.
- Performs all duties with a level of interpersonal skills appropriate to the position.

- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- The duties and responsibilities outlined above are representative, but not all-inclusive.

## **TITLE**

Early Learning Coordinator

Revised: February 2009

## **DEPARTMENT**

District Administration Office and Schools

## **POSITION SUMMARY**

The Early Learning Program Coordinator will report to the Superintendent of Schools and be responsible for the delivery of early learning programs in School District No. 50 (Haida Gwaii).

## **POSITION REQUIREMENTS**

- Early Childhood Education certificate, plus one year additional education in a relevant field, i.e. early childhood education, teaching, recreation, social work, community development;
- Minimum five years of experience in a related field;
- Experience in creating, planning, implementing and budgeting for a parent participation early learning program;
- Strong verbal and written communication skills and interpersonal skills;
- Good organizational and planning skills;
- An understanding of, and a commitment to quality early learning;
- Ability to work effectively with a variety of parents, children, volunteers, professionals and community members;
- Knowledge of child development, family dynamics, Haida Gwaii community resources and early learning;
- Working knowledge and experience with First Nations students
- A class 5 driver's license.

## **TYPICAL DUTIES**

- Be current with early learning, child care, literacy and community development issues;
- Plan, promote and facilitate the delivery of early learning programs such as 'Ready, Set, Learn', 'Welcome to Kindergarten', and 'PALS (Parents As Literacy Supporters)';
- Plan and facilitate community programs in support of early learning (workshops, parent education sessions, special events);

- Provide information and support for parental and community involvement in early learning;
- Maintain a working knowledge of relevant community services and service providers for children and families;
- Prepare correspondence and reports as required;
- Attend, as required, community, regional and provincial meetings that pertain to early learning programs in the District;
- Develop a positive working relationships with community partners;
- Provide information and education to members of the community about early learning issues;
- Participate in relevant community, regional and provincial meetings;
- Prepare reports and correspondence as required;
- Promote and advertise early learning programs as required; and
- Promote awareness of quality early learning services.

## **SCHOOL DISTRICT NO. 50 (HAIDA GWAI) /C.U.P.E. LOCAL 2020**

### **TITLE**

Strong Start Facilitator

Revised: February 2009

### **DEPARTMENT**

Strong Start Centre

### **POSITION SUMMARY**

This position reports directly to the School Principal. The Strong Start Facilitator performs a variety of duties related family literacy, numeracy, parent support and education, stages of early childhood development and community resource sharing.

### **POSITION REQUIREMENTS**

- Early Childhood Education certificate;
- One to two years experience in a related field, i.e. early childhood education, teaching, recreation, social work, community development;
- Training and/or experience working with children in the 0-5 age range;
- Training and/or experience working with parents/adults in a facilitative role;
- Knowledge of Haida Gwaii community services.

### **TYPICAL DUTIES**

- Establish and post a daily schedule for the program with participant involvement;
- Ensure that the activities available for the children reflect the stages of child development and encourage creativity and language development;
- Plan and prepare active, participant oriented, circle times once or twice daily that involve stories, songs, puppets and props;
- Make connections with the school personnel to facilitate a smooth transition for families into the formal school system;
- Working knowledge and experience with First Nations students:
- Attend Early Learning Committee meetings;
- Participate in training sessions as necessary.
- Facilitate special events, workshops, meetings, and parent information sessions;
- Maintain a working knowledge of community services, resource individuals and supports for children and their families;
- Maintain the arts and crafts and nutrition supplies;

- Complete other duties as required to meet the terms of the Strong Start contract;
- Record monthly and quarterly statistics in required report form for the District and the Ministry;
- Attend, as required, community, regional and provincial meetings that pertain to the Strong Start program.



## SCHOOL DISTRICT NO.50 (HAIDA GWAII)/C.U.P.E. LOCAL 2020

### TITLE

Level 1 BCeSIS Coordinator

Adopted: February 2011

### DEPARTMENT

Help Desk, Schools

### POSITION SUMMARY

Reporting to the Principal, the BCeSIS Help Desk Coordinator is responsible for the District BCeSIS presence and the operation of the transactional system within the District. This includes providing advice and direction to already implemented schools, acting as the District BCeSIS expert resource and interacting with senior management, IT staff and clients on a regular basis.

### POSITION REQUIREMENTS

- Completion of grade 12 or equivalent including courses in personal computers (database, word processing and spreadsheet applications).
- Over one year, up to and including two years working with Student Information Systems.
- Demonstrated strong interpersonal, oral and written communication skills and the capacity to support staff through group and individual training activities.
- Demonstrated strong initiative, analytical and problem-solving abilities and aptitude to work with detail, precision and accuracy.

### TYPICAL DUTIES

- Assists in the development and deployment of the district BCeSIS plan.
- Maintains the confidentiality of sensitive information.
- Adapts, expands and delivers on-going training programs to teachers, secretaries, principals and other stakeholders to support changes in business processes involving BCeSIS.
- Develops and maintains in-house BCeSIS documentation and training materials.
- Tracks BCeSIS issues and develops resolutions. Ensures compliance with BCeSIS standards.
- Provides help desk services to users of BCeSIS, including school-level support, first-level response, problem-solving, and technical guidance around related software and hardware.
- Oversees data collection and integrity; i.e. 1701's, year-end transitions and others.

- Analyzes data and produces reports from BCeSIS.
- Maintains communication with the BCeSIS user community, i.e. on-line conferences and newsletters.
- Acts as BCeSIS lead contact from School District No. 50.
- Performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description.

**SCHOOL DISTRICT NO. 50 (HAIDA GWAI) / C.U.P.E. LOCAL 2020**

**TITLE**

Food Coordinator

Adopted: December 2011

**DEPARTMENT**

Schools

**POSITION SUMMARY**

The Food Coordinator performs duties related to the preparation of food for student consumption.

This position works under the supervision of the Principal and will in the course of duties take direction from individual teachers.

**POSITION REQUIREMENTS**

- Grade 12 graduation.
- Food Safe Certificate.
- One to two years of related experience.
- Trained in WCB Level I First Aid or better, or the willingness to obtain the same.
- Valid BC Class 5 Drivers License preferred.
- Maintain familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety regulations.

**TYPICAL DUTIES**

- Organizes and prepares short order and cold food items.
- Plans menus and maintains economic use of food supplies.
- Shops, purchases, orders and receives supplies.
- May monitor students in food preparation area.
- Maintains and practices Food Safe standards (i.e. dish washing, food storage, kitchen cleanliness, proper rotation and storage of food, etc.).
- Operates kitchen equipment in a safe manner (i.e. dishwashers, food processors, stoves, etc.)
- Performs other assigned comparable duties that are within the scope, skills and knowledge of the position requirements.