



IDENTIFICATION

Department	Position Title	
Commission scolaire francophone	Program Support Assistant	
Position Number	Community	Division/Region
95-13576	Yellowknife	École Allain St-Cyr

PURPOSE OF THE POSITION

The Program Support Assistant assists with developing academic and extracurricular activities to provide students with an optimum learning environment that will allow them to achieve their full potential.

SCOPE

The Program Support Assistant reports, at the principal's discretion, to either the principal, the Program Support Teacher or the teaching staff. The Program Support Assistant assists with the provision of high-quality program activities both inside and outside the classroom. The Program Support Assistant's duties may also include the provision of assistance to students who are experiencing academic, physical, social or behavioural challenges. The incumbent may also be required to take part in extracurricular activities related to culture and sports, and in fundraising, for example.

The Program Support Assistant must also assist with classroom/workspace/teaching material preparations to create a positive learning environment. The incumbent assists with recording student academic outcomes and communicating them to parents, as directed by the teacher. The Program Support Assistant may assist with delivering language program courses and with incorporating appropriate culture and language learning activities into the curriculum.

The Program Support Assistant must comply with the *Education Act* and with the policies and procedures established by the Commission scolaire francophone and the school.

The Program Support Assistant position has a direct impact on the teachers' ability to provide high-quality programs to students. Support services greatly increase the chances that every

student will succeed and that the student educational experience will be positive and rewarding.

The chances of student success would be significantly reduced if these support services were not provided.

RESPONSIBILITIES

The principal, the Program Support Teacher and the teaching staff establish the Program Support Assistant's duties. These duties may vary from year to year and from period to period, depending on student/school needs. In general, these duties include, but are not limited to, the following:

1. Help the teacher implement the curriculum to provide students with an optimum learning environment, and support the teacher in this process.

- Assist with the delivery of the program, courses and lesson plans, as directed by the teacher.
- Assist students who are having difficulty with reading and/or math.
- Teach students, either individually or in groups, course material prepared by the teacher.
- Provide additional assistance to special-needs students.
- Plan and conduct learning activities for groups of students as directed by the teacher.
- Help the teacher maintain discipline in the classroom, following guidelines established with the teacher.
- Provide assistance by tutoring individual students, working with students in small or large groups and doing team teaching with the teacher under his or her direction.
- Assist with assessing students' progress and their understanding of instructions and concepts.
- Clarify the teacher's and the school's expectations and instructions to the students and vice versa.
- Encourage the students to work, think and communicate independently.
- Help designated students take part as much as possible in the school's educational and social programs.
- Take over the class from time to time in the teacher's absence.
- Assist with correcting student assignments and providing feedback on student achievement.
- Provide students with additional exercises for skill areas and concepts they need to improve upon.
- Set an example in the classroom and help students build their self-esteem.
- Listen to students read and practise languages, math and other skills.
- Help implement individual or modified education plans for special-needs students.
- Help any students who have limitations or physical needs.
- Keep a record of activities and student files.
- Engage in planning with the teacher/other designated supervisor.

- 2. Take part in extracurricular/supervisory activities so that all of the students can engage in culture and sports activities/events, for example.**
 - Supervise students in the school, on the school property and in other locations.
 - Supervise students on the school grounds and in the hallways at recess and lunchtime, in accordance with the work schedule.
 - Supervise students entering and exiting buses.
 - Supervise students taking part in outings and in extracurricular activities.
 - Attend committee meetings (e.g., literacy, beautification).
 - Attend staff meetings.
 - Put own skills to good use in extracurricular activities for the benefit of students.
 - Perform other duties, time permitting.

- 3. Take part in continuing professional development activities.**
 - Attend workshops intended for teachers, where possible.
 - Take part in professional development days and other professional activities.
 - Take advantage of professional development opportunities not provided by the employer, e.g., certificate program.

- 4. Assist with preparing students' report cards, taking care to communicate their achievements and challenges to their parents so they have a realistic picture of their children's progress.**
 - Administer tests, as directed by the teacher.
 - Provide the teacher with test result summaries.
 - Consult with the teacher and help the teacher to observe and track student progress and behaviour.
 - Prepare students' report cards and enter comments about their academic outcomes and behaviour, if applicable.
 - Help explain school policies and programs to parents at the teacher's request.
 - Forward parental concerns to the teacher/principal.
 - Attend parent-teacher meetings at the teacher's request.

- 5. Help identify and prepare appropriate language and culture documents and help set up the classroom to ensure that the necessary educational resources are ready for use.**
 - Prepare, arrange and tidy up the classroom/workspace every day.
 - Prepare and organize teaching materials, look after the bulletin board, make photocopies/plasticize materials, prepare arts and crafts materials, write lessons on the blackboard, hang up photos and other items in the classroom/workspace, etc.
 - Prepare illustrations.
 - Provide administrative support at the teacher's request.

WORKING CONDITIONS

Physical demands

The Program Support Assistant position is physically challenging. The Program Support Assistant spends a considerable amount of time standing or walking in the school. The

incumbent is expected to take part in student activities and to lift/carry equipment on a regular basis. In some cases, the Program Support Assistant may have to intervene in physical altercations between students. The incumbent will have to spend a considerable amount of time outdoors daily in cold and inclement weather to supervise students. The incumbent may also be expected to assist students who have physical limitations (e.g., in wheelchairs), adding significantly to the physical demands of the position.

Environmental conditions

The Program Support Assistant is exposed to cold and inclement weather daily. The incumbent will also have to deal with situations involving injuries that may occasionally be serious or include blood, and provide basic medical care. Some students may also behave disrespectfully from time to time.

Sensory demands

No unusual demands.

Mental demands

No unusual demands.

Knowledge, skills and abilities

- Ability to read and understand relevant documents, including reading math textbooks from different grade levels, in order to provide explanations in core subjects (reading, writing, math) to students at different grade levels.
- Understanding of the different learning styles.
- Understanding of teaching and classroom management methods.
- Knowledge of the goals, objectives and operation of the Commission scolaire francophone and the school, and knowledge of the local community and culture (required).
- Proficiency in spoken and written French (required).
- Knowledge of a local Indigenous language (asset).
- Strong interpersonal skills
- Ability to work as a team member
- Ability to analyze and solve problems
- Ability to work in a multicultural environment with students, colleagues and parents
- Ability to work with special-needs students
- Ability to read instructions, individual education plans and meeting minutes
- Ability to draft and keep student records accurately
- Basic computer skills
- Planning and organization
- Decision-making
- Effective oral communication and good listening skills
- Excellent written communication skills
- Conflict management and resolution
- Stress and anger management
- Time management
- Ability to handle difficult situations

- Project management
- Proficiency in sign language (asset)
- Ability to maintain absolute confidentiality in the performance of duties
- Honesty and seriousness
- Empathy for student needs and situations
- Positive and respectful attitude
- Cultural sensitivity and open-mindedness
- Flexibility
- Reliability, motivation and sound work ethic to set example for students
- Patience and self-control

Typically, the above qualifications would be attained by

Completion of secondary school; Completion of a Program Support Assistant certificate or college diploma.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French Language (check one if applicable)

- French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) Intermediate (I) Advanced (A)
 - READING COMPREHENSION:
 - Basic (B) Intermediate (I) Advanced (A)
 - WRITING SKILLS:
 - Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous Language:

- Required
- Preferred