



## South Slave Divisional Education Council

### IDENTIFICATION

Department	Position Title	
South Slave Divisional Education Council	Trades Program Assistant	
Position Number	Community	Division/Region
99-17586	Hay River	South Slave

### PURPOSE OF THE POSITION

The Trades Program Assistant will provide technical support, encouragement and additional safety supervision to students participating in the Diamond Jenness Secondary School Trades program.

### SCOPE

Located in Hay River, the Trades Program Assistant reports to the Principal, and takes functional direction from the Trades Teacher. This position is responsible for aiding the delivery of curriculum and instruction to students enrolled in the trade shop program, and for maintaining a safe work environment for staff and students.

The Trades Program Assistant will perform a variety of duties within the carpentry, fabrication, and mechanics bays. This role involves the safe operation of both stationary and portable tools, including, but not limited to: table saws, power miter saws, planers, welders, metal-cutting implements, and pneumatic tools.

In this position, the incumbent will support student learning by following the NWT-approved curriculum for grades 8-12, as directed by the Trades Teacher.

A fundamental requirement of this role is strict adherence to safe work practices and the proper utilization of Personal Protective Equipment (PPE). All activities must be in full compliance with the Occupational Health and Safety Act and the Workplace Hazardous Materials Information System (WHMIS).

## **RESPONSIBILITIES**

### **1. Provide technical support and safety guidance to program participants.**

- Assist students with completion of carpentry, mechanics, and fabrication projects.
- Assist students with completion of related course materials, within the classroom or shop floor setting.
- Under the teacher's direction and supervision, assist with shop preparation for any additional activities.
- Ensure student compliance with the shop safety procedures and practices while operating machinery and equipment.

### **2. Assist in the provision of a positive program experience.**

- Assist in evaluating students' understanding of directions, concepts and/or progress.
- Clarify teacher and school expectations, directions for students and vice versa.
- Communicate student progress and challenges to the teacher.
- Prepare, organize, and deliver resources necessary for successful student learning.
- Ensure compliance with the Occupational Health and Safety Act, and adherence to safe work practices including the use of Personal Protective Equipment.

### **3. Maintain storage areas, shop equipment and supplies in a safe and orderly manner in order to ensure the safety of students and staff.**

- Assist with the handling and storage of materials, particularly in storage areas.
- Assist students with the cleanup of materials and equipment during classroom activities.
- Under the direction of the Shop Teacher, aid in the maintenance of shop equipment to ensure it is in working order,

### **4. Consult with teachers, administrators and Program Support Teachers on student progress, achievements and limitations to ensure that all are kept informed of student success and challenges during the school day.**

- Provide input in the evaluation of student progress and the preparation of academic reports on students.
- Consult with Shop Teacher on student progress relating to the Trades program.
- Participate in Parent/Student/Teacher conferences on request.
- Maintain confidentiality in all communication.

### **5. Perform other related duties as required during working hours.**

- Attend school wide special events as appropriate.
- Perform assigned responsibilities during emergency drills and evacuations.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of tools, equipment and safe practices commonly used in a trades shop.
- Applicable understanding of teaching, instruction and classroom management techniques.
- Ability to acquire knowledge of the goals, objectives and operations of the school and District Education Authority (DEA) as well as the local people and culture.
- Interpersonal skills as well as verbal and listening communication skills.
- Planning, organization, time management skills and the ability to work independently.
- Written communication skills and the ability to read and understand instructions.
- Analytical, problem-solving and decision making skills.
- Conflict management and resolution skills.
- Ability to make decisions and solve problems within the scope of the job.
- Ability to respond to emergencies.
- Ability to work with students who demonstrate a variety of learning styles and needs.
- Ability to keep one's emotions under control and able to apply special techniques or plan activities ahead of time to manage emotions or stress.
- Ability to work in a multi-cultural setting with young people, staff and parents.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

### **Typically, the above qualifications would be attained by:**

The completion of Grade 12 and related experience in a trades environment.

Equivalent combinations of education and experience will be considered.

### **ADDITIONAL REQUIREMENTS**

Possess or ability to obtain First Aid and CPR certification within a reasonable timeframe.

### **Position Security**

- ☐ 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:** Indigenous Language - Not Specified

- ☐ Required  
☐ Preferred