

**SCHOOL DISTRICT NO.5 (SOUTHEAST KOOTENAY)**

**JOB DESCRIPTION**

**JOB TITLE:** CLASSROOM ASSISTANT

**JOB SUMMARY:** An employee hired to provide classroom assistance, who is directly responsible to an assigned supervisor.

**QUALIFICATIONS REQUIRED:**

1. Grade 12 or equivalent
2. Minimum six months' training or experience working with children in a group setting.

**MUST HAVE THE ABILITY TO:**

1. Communicate effectively, orally and in writing.
2. Maintain confidentiality.

**RESPONSIBILITIES AND DUTIES:**

1. Assist children with daily classroom routines such as cutting or pasting.
2. May assist in preparation of materials related to classroom lessons.
3. Perform other job related duties.