

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

### **JOB DESCRIPTION**

**JOB TITLE: FRENCH 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.
3. Proficiency in both spoken and written French and English.

#### **MUST HAVE THE ABILITY TO:**

1. Communicate effectively, orally and in writing.
2. Maintain confidentiality with sensitive information.
3. Establish and maintain positive relationships with students and adults.
4. Demonstrate strong organizational skills.
5. Work independently with flexibility and creativity.
6. Assist teachers with troubleshooting and setting up IT equipment.

#### **RESPONSIBILITIES AND DUTIES:**

1. Support students in developing reading, writing, and speaking skills in French.
2. Enhance students' communication abilities in French.
3. Introduce students to French culture and traditions.
4. Assist teachers with classroom activities and instructional support.
5. Facilitate French conversations with students.
6. Engage students in educational activities conducted in French.
7. Assist in organizing language exchange projects, if applicable.
8. Help coordinate and lead French language clubs.
9. Participate in field trips and school outings that promote French language learning.