

School District #47 (Powell River)

Class Specification 13 – Support Services Assistant

SHOPS PROGRAM ASSISTANT (13.14) – Tentative Job Description based on current needs and expectations. To be reviewed through Joint Job Evaluation in 2019

Under the supervision of the Administration Officers and direction of classroom teachers, the position of Shops Program Assistant provides supports to Metal and Wood Shops Teacher(s) and students attending said classes. This position requires proven knowledge and experience in trade related programs such as Welding, Automotive, Carpentry, Metal and Wood Shops as well as the ability to make decisions, act independently, and to interact positively with the staff, students, parents and the public.

Supporting all aspects of the secondary school wood and metal shop classroom activities, including access to tools and training aids, supervising, assisting and directing of students and some general maintenance of the shops classrooms. The Shops Program Assistant may perform other assigned duties that are within the area of knowledge and skills required by the job description.

DUTIES AND RESPONSIBILITIES AS DIRECTED BY TEACHER IN CHARGE:

- Conducts regular physical checks on shops equipment to ensure that the equipment is in working order.
- Repairs and maintains shops equipment (ie. Replaces saw blades, drill bits etc.) (Supporting teachers to ensure that equipment is in good repair and ready for use)
- Ensures that safe practices and procedures are maintained.
- Prepares and cleans up the shops for secondary shops classes.
- Administers emergency first aid to students.
- Monitors the shops area for hazardous conditions, unsafe practices and other safety concerns.
- Ensures compliance with WHMIS regulations with regard to labelling, handling, storage and disposal of hazardous materials.
- Monitors and assists all students working in a secondary shops setting.
- Researches, orders and collects supplies and equipment for classroom teachers.
- coordinates inventory control of stores and all other supplies
- Researches and assists in the development of new procedures.
- Purchase and maintain inventories of supplies and shops equipment.
- Manages some aspects of budget information.
- Uses shops related computer software and machinery.
- Assists teachers in planning classroom/shops activities.
- Prepares materials (wood, metals etc.) for classroom teachers.
- Duplicates, collates, files and records materials and data information.

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QUALIFICATIONS AND EXPERIENCE

Education

- Grade 12
- WHMIS Certificate
- First Aid

Experience

Two years related experience.

Knowledge

- Ability to work with all students
- Thorough working knowledge of WHMIS (related to care and handling of substances use with shops related equipment)
- Working knowledge of basic computer hardware and software.
- Valid B.C. driver's license/insurance
- Knowledge of vocational shop operation and the maintenance of tools and equipment.

*Or equivalent combination of training and experience.

Skills and Abilities

Basic knowledge of secondary Trades (Metal and Wood shops) curriculum.

Occupational Requirements

- Sufficient vision and hearing to perform all job duties.
- Able to perform physical and mental activities related to the job duties.
- Able to occasionally lift up to 18 kg (40 lbs) and operate related equipment.