

Revised: Apr. 14, 2009

TITLE: Alternate Program Worker (Work Skills)
SECTION: As Appointed
REPORTS TO: Principal or delegate

SUMMARY:

Under the direction of the Principal of Alternate Education or Delegate, assists in the delivery of an alternate program to a group or individual students. Assists the Work Program Director in maintaining a viable student work program.

DUTIES:

1. Assists professional and other staff in the delivery of an instructional work skills program to adolescent students in a separate school setting.
2. Assists with the supervision of students, at times in the temporary absence of professional staff.
3. Assists with the planning and delivery of student work projects, such as building decks, fences, sheds, etc., and ensures that safety procedures are adhered to.
4. Transports students to and from work activities using District vehicles as required.
5. Ensures the proper maintenance and servicing of vehicles and equipment.
6. Provides individual assistance and guidance to students with particular academic, emotional or social problems.
7. Participates in school-based staff meetings, team counselling meetings and consults with parents regarding student problems, progress and future goals.
8. Participates in field trips, sports and assists with organizing extra-curricular events and other activities.
9. Requisitions project materials and supplies; maintains project records and completed purchase order files.
10. May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- Supplemented by successful completion of a college recognized program of studies (youth and youth behaviour focus) of up to 24 months.
- Must be in possession of a current St. John Ambulance "Emergency Child Care" first aid qualification or equivalent.

Skills - the applicant must have

- An understanding of basic behaviour management techniques.
- Proficiency in written and spoken English consistent with assignment.

Experience - the applicant must have

- Experience in a construction trade (building) of a period greater than 24 months or equivalent knowledge and experience.

Physically Fit - the applicant must be

- Physically capable of performing the job duties.

Other - the applicant must

- Be able to adapt established methods and procedures, but exercise independent judgment when necessary.
- Show tact and courtesy in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

JOB EVALUATION

COVERING

SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
(EMPLOYER)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 606

ADVICE OF RATING

EMPLOYEE NAME:	
JOB TITLE:	09 - Alternate Program Worker (Work Skills)
LOCATION:	Cowichan Valley Alternate School
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

JOB RATING

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	5	6	3	3	3	2	3	4	3	3	5
Total Points	385										

RATING CLASSIFICATION: LEVEL	17
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