

TITLE: 54 - Laboratory Assistant - Assessment Centre
SECTION: Schools
REPORTS TO: Principal or Delegate

SUMMARY:

Under the general supervision of the Principal or delegate, controls access to and distribution of testing materials in the Assessment Centre.

DUTIES:

1. Verifies student identification, distributes and receives appropriate testing materials.
2. Monitors students during the examination period.
3. Maintains student log in/out sheet.
4. Maintains examination inventory.
5. Operates standard office equipment, including a personal computer and printer, photocopier, fax machine, and provides first-line maintenance as required.
6. 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 college-recognized program of youth-oriented studies and/or academic training of up to 12 months.

Skills - the applicant must have

- Basic computer skills.
- Proficiency in written and spoken English

Experience - the applicant must have

- Experience in a classroom setting for a period of up to 1 month.

Other - the applicant must

- Be able to follow 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
- Physically capable of performing the job duties
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

Revised: June 12, 2019

APPENDIX G

JOB EVALUATION

COVERING

SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)

(EMPLOYER)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101**ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	54 - Laboratory Assistant - Assessment Centre
LOCATION:	Schools
EFFECTIVE DATE:	June 2019

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	4	1	1	2	3	1	3	1	3	2	1
Total Points	198										

RATING CLASSIFICATION: LEVEL	4
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