

TITLE: Humanities Assistant
SECTION: As Appointed
REPORTS TO: Administrative Officer or Delegate

SUMMARY:

Under the general supervision of the Administrative Officer or Delegate, provides assistance in the Humanities Kiosk.

DUTIES:

1. Organizes, maintains, circulates and processes learning material using integrated automated library system and consults with instructional staff regarding learning materials and services.
2. Assists students and instructional staff in accessing information.
3. Monitors student conduct in kiosk area and interacts when necessary.
4. Assists with annual inventory check and locates learning material.
5. Operates standard office equipment, including a networked computerized system.
6. Responds to routine inquiries.
7. 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 studies (academic focus) of a duration of up to 12 months.

Skills - the applicant must have

- Basic computer skills.
- Organizational skills.
- Understanding of basic behaviour management techniques
- Proficiency in written and spoken English

Experience - the applicant must have

- Experience in a related position for a period of greater than 3 months.

Other - the applicant must

- Be able to follow established methods but be able to exercise independent judgment when necessary.
- Show tact and courtesy in dealing with people in the course of his/her duties.
- Be able to monitor the users of the kiosk area.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.
- Be physically capable of performing the job.

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:	77 - Humanities Assistant
LOCATION:	Frances Kelsey Secondary
EFFECTIVE DATE:	April 23, 2008

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	3	2	2	2	4	2	1	2	2	2
Total Points	243										

RATING CLASSIFICATION: LEVEL	7
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