POSITION TITLE

SCHOOL OFFICER – Relief TEACHER AIDE
St Joseph’s School Millmerran

PURPOSE AND SCOPE OF POSITION

PURPOSE

- To provide support to student learning
- Assist Classroom Teacher in the functional responsibilities as outlined in the School Officers award at the appropriate level
- Assist Staff in an administrative capacity
- Professional Skills and knowledge are current
- Other duties as directed such as First Aid duties, Data entry and general administration when required.

STATEMENT OF RESPONSIBILITY

• The major functional responsibilities as outlined in the appropriate classification level (School Officer Level 2 - Employee Assisting Student Learning Stream)

Typical duties performed include, but not limited to:

- Assist student learning, either individually or in groups, under the direct supervision of an academic staff member where limited discretion and judgment are involved.
- Under direct supervision of a higher level officer or members of the academic staff prepare and clear away materials for display/use in the classroom.
- Perform within well-established routines tasks associated with the mass production of printed material including collating, stapling, binding, folding, cutting etc.
- Under direct and/or routine supervision, perform tasks of limited complexity, associated with classroom learning experiences, such as assisting teachers in preparing, implementing and supervising learning programs.
- Support students in relation to their physical needs.

• The role holder has need to communicate with and to receive communication from both individuals and groups both internal and external to the school

• The role holder fulfills a demanding role. Qualities of initiative, maturity, confidentiality, loyalty and commitment are essential. The role holder must manage time well, be self-motivated and not be deterred by pressure, acting always with equanimity in the most trying of circumstances.