



## SCHOOL DISTRICT #8 (KOOTENAY LAKE)

### JOB DESCRIPTION

**Status:** Approved  
**Date:** April 10, 2015

#### **Job Title**

French Language Assistant

#### **Job Summary:**

An employee who, under the direction of a Principal and/or Classroom Teacher, assists students enrolled in the French Immersion Program to improve their language acquisition and cultural awareness. This person assists in the preparation and in the delivery of educational materials.

#### **Job Requirements:**

1. Communicate fluently in French, with the ability to explain rules of the French language simply and clearly.
2. Function and contribute as a team member and work with other personnel and students in a non-confrontational and supportive manner.
3. Communicate observations about students to Teaching Staff.
4. Translate, edit and assist in the creation of French Language educational material.
5. Assist with cultural awareness.
6. Must have understanding and knowledge of safe work practices.
7. Perform other job related duties as may be assigned by the French Teachers.

Approved: April 2015  
On behalf of CUPE Local 748:

A handwritten signature in black ink, appearing to read 'N. J. Ham'.

French Language Assistant  
On behalf of School District No. 8 (Kootenay Lake):

A handwritten signature in black ink, appearing to read 'S. Morris'.



# SCHOOL DISTRICT #8 (KOOTENAY LAKE)

## JOB DESCRIPTION

**Status:** Approved  
**Date:** April 10, 2015

### **Job Title**

Library Resource Assistant

### **Job Summary:**

An employee who, under the supervision of the Teacher Librarian/Principal, provides specialized support for the operation of school library/learning commons.

### **Job Requirements:**

1. Completion of a School Library training program or equivalent experience relating to school library management as approved by the School District.
2. Functions and contributes as a team member and works with other personnel and students in a non-confrontational and supportive manner.
3. Training or experience assisting students and staff with library activities. Assists with supervision of students in the library/learning commons.
4. Works with minimal supervision, maintaining confidentiality.
5. Working knowledge of current library/clerical computer programs and familiarity with equipment, associated hardware and software used by the District.
6. Working knowledge of current digital technology skills such as electronic communication, digital publishing and social media.
7. Performs clerical tasks including but not limited to correspondence, financial transactions, supplies and inventory.
8. Must have understanding and knowledge of safe work practices.
9. Performs other job related duties as may be assigned.

### **Job Conditions:**

1. Work is indoors in clean, well-lighted and heated buildings.
2. Work can be stressful as there are time pressures and interruptions.

Approved: April 2015  
On behalf of CUPE Local 748:

A handwritten signature in black ink, appearing to read 'M. F. Lham'.

Library Resource Assistant  
On behalf of School District No. 8 (Kootenay Lake):

A handwritten signature in black ink, appearing to read 'S. Morris'.