



OFFICE OF THE ASSISTANT DIRECTOR
(Personnel)

Chair: Milton Peach
C.E.O./Director of Education: Ford Rice

STUDENT ASSISTANT JOB POSTINGS

Applications are invited from within the NAPE Student Assistant Bargaining Unit for the following student assistant positions:

Mary Queen of the World Elementary 4.5 hrs/day
-Replacement position, April 12 – June 24, 2010

Job Description attached

Interested employees are invited to apply in writing before **4:30 p.m., Monday, March 22, 2010.**

Michael Kielly
Human Resources Manager
Eastern School District, P. O. Box 64-66
215 Water Street
St. John's, NL A1C 6C9

TO BE PLACED ON ALL SCHOOL BULLETIN BOARDS

NOTE: EMAIL APPLICATIONS WILL NOT BE ACCEPTED. EACH POSITION MUST BE APPLIED FOR ON A SEPARATE APPLICATION FORM (copy attached)

cc: Kelly Eddy, Local President
Gloria Peddle, Local President
Cheryl-Lynn Chaulk, Local President
Ella Warren, Local President

STUDENT ASSISTANT JOB DESCRIPTION

These positions are responsible for the provision of support services including personal care, portering, lifting and behavior management to students within the primary, elementary and secondary school system.

Work involves assisting with the implementation of individual program plans for students which have been developed by the teacher or by the teacher in conjunction with other education and health professionals. Work includes performing physical activities contained in the individual program plan in support of personal care, functional skill development and behavior management. Well defined instructions and supervision are received from the designated professional and/or the program planning team. Work is reviewed through discussions, meetings, observations and written evaluations.

APPLICATION FORM FOR STUDENT ASSISTANT POSITIONS

TO: Michael Kielly, Human Resources Manager

DATE: _____

I wish to apply for the position indicated below:

School Name: _____ No. of Hours: _____

I am currently at _____ in a _____ hour position.
(School Name) (Hours)

APPLICANT'S NAME: _____ SIN: _____

DATE OF HIRE: _____

PLEASE INDICATE YOUR STATUS: PERMANENT ____ SUBSTITUTE ____

ADDRESS _____

TELEPHONE NO: _____ CELL NO: _____

E-MAIL APPLICATIONS **WILL NOT** BE ACCEPTED. THE FAX NUMBER IS 758-2706.

A separate application form must be completed for each position you are applying for. (Only one school on each form)