

LL 300475

M.A.N.T.E. STAFF JOB DESCRIPTIONS

POSITION: **COMPUTERIZED NOTETAKER**

REPORTS TO: School Principal or Designate
Program/Classroom Teacher(s)

SUPERVISES: N/A

JOB SUMMARY: Provides assistance in the education, development and training of students, particularly those requiring computerized notetaking.

POTENTIAL EXPOSURE TO VIOLENCE:

Working in a school setting poses certain inherent risks. Therefore, a minimum of one day of training in either NVCI, WEVAS, or Restitution is recommended every three years.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Ensures all necessary computer equipment is in good working order and in place where required.
- Performs other related duties as assigned or as required including all duties of an Educational Assistant A as well as providing short-term coverage for and the occasional duties of higher or lower graded educational support positions.

QUALIFICATIONS:

- High school diploma with the ability to assist students academically plus additional course work in child education.
- Ability to quickly synthesize information and to type a minimum of 60 wpm.
- Knowledge of ASL and/or the deaf culture would be considered an asset.
- 1-2 years related experience.

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- Ability to communicate both verbally and in writing with all levels of staff, students and the public.
- Ability to regularly lift and manoeuvre materials up to 25 kg.
- Ability to work effectively with students experiencing behavioural difficulties including the ability to perform all physical activities assigned indoors and out.
- Ability to handle highly confidential information.
- Courses in Non-Violent Crisis Intervention/WEVAS and First Aid/CPR.
- An equivalent combination of education and experience may be acceptable to the Division.

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