

LL 300476

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

**POSITION: PROGRAM ASSISTANT**

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

**SUPERVISES:** N/A

**JOB SUMMARY:** Prepares, sets up, operates and cleans up labs, libraries, food services or vocational areas.

**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 students have an understanding of and oversees students engaged in a Teacher or Library Technician-prescribed support activity or assignment.
- Monitors and addresses student behavior as required.
- Attends meetings to get direction for the activities pertaining to the academic needs of students or materials used.
- Prepares and maintains all necessary systems, reports, records and files.
- Collects and accounts for any monies received.
- Photocopies, distributes, tracks and files materials as required.
- Performs other related duties as assigned or as required.

**QUALIFICATIONS:**

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- High school diploma plus additional related coursework including appropriate safe work procedures.
- Ability to communicate both verbally, and in writing with staff and students.
- Ability to properly care for materials and equipment.
- An equivalent combination of education and experience may be acceptable to the Division.

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