

School Assistant 3

Activity Descriptor

Administration / Operations	Learning Support	Student Services / Welfare	Technical / Professional
Key Functional Stream for: • Administrative Assistant	Key Functional Stream for: • Learning Support Assistant • Preschool Assistant • Koori Preschool Assistant • Vision Support Assistant • Hearing Support Assistant • Bilingual Assistant • Aboriginal and Torres Strait Islander Education Worker	Key Functional Stream for: • Aboriginal and Torres Strait Islander Education Worker	Key Functional Stream for: • Laboratory Assistant
Coordinate, organise and determine work priorities and undertake more complex administrative tasks.	Participate in the planning, development and implementation of education programs [identify and represent the needs of Aboriginal and Torres Strait Islander Students].	Coordinate the administration and implementation of educational/vocational/ leadership/welfare programs.	Provide specialist knowledge and advice to support teachers and students in the implementation of education programs.
Communicate and liaise with internal and external stakeholders, resolve enquiries, providing appropriate information and sound advice as a representative of the school.	Provide interpreting, translating or transcriptions services to support delivery of educational programs and to facilitate communication between teachers, students, parents/carers and staff.	Participate in the planning development and implementation of welfare support services to students and families.	Coordinate the operations of a school science laboratory including labelling of chemicals, calculations to prepare chemical stock solutions, and maintenance of live specimens.
Manage information and communication technology (ICT) systems, software and hardware. Manipulate data/information and prepare documentation and basic reports.	Prepare high quality alternate format resources using a wide range of strategies including braille, large print, tactile and audio. Analyse and convert information retaining the salient features.	Monitor student achievement and behaviour in educational and social settings and identify strategies to support students to fulfil their potential in the school environment.	Undertake research and trial experiments to identify safe and relevant class demonstrations. Prepare experiments and materials for demonstrations and practical lessons.
Coordinate the preparation of school circulars, newsletters and other communication or promotional materials including web content, displays, year-books, certificates and awards.	Support speech and language development programs for hearing impaired students including assisting in the teaching of sign and oral communication.	Encourage parent carer participation in student schooling, including involvement in educational decisions and transition processes.	Manage the safe storage, handling and disposal of equipment, chemicals, biological and biochemical materials.
Participate in the planning and coordination of student and school events.	Communicate with parents regarding objectives and outcomes relating to educational programs and/or students.	Communicate with parents/carers regarding school activities and opportunities for participation in the school community.	Coordinate the operations of a school library. Apply specialist knowledge. Catalogue of digital and hardcopy resources.
Coordinate and oversee finance duties.	Liaise with internal and external providers of support services and implement approved specialist programs.	Work within the school community to raise awareness of Aboriginal and Torres Strait Islander cultures, histories and issues and appreciation of Aboriginal and Torres Strait Islander perspectives in the curriculum.	Maintain school information and communication technology systems software and hardware. Implement new school/system technologies.
Contribute to work area planning and decision making in support of school outcomes and business improvement.	Monitor students, assist in the implementation of behaviour management and social skills programs and associated activities.	Facilitate student research, identification and access to information and/or resources in support of educational programs.	Maintain a clean and safe work environment for students and staff. Undertake relevant workplace health and safety requirements and, where necessary, risk assessments and initiate appropriate action.
Recommend, coordinate and oversee modifications and/or repairs of equipment/machinery to ensure operational efficiency.	Support the physical and emotional needs of students including students with disabilities.		

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Monitor and evaluate resources in relation to school needs. Provide options and make recommendations on resource purchase and implementation to maximise business efficiency.	Perform First Aid, administer prescribed medication and provide support to students in accordance with approved student health care/treatment plans.		
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SA3 Administration / Operations

Activities	Tasks
Coordinate, organise and determine work priorities and undertake more complex administrative tasks.	Perform general administrative duties including general computing duties, filing, photocopying, and student enrolment activities.
	Ensure that information related to student and parent/carer countries of birth and languages spoken at home are completed on the enrolment form and entered into the MAZE system (IEC).
	Assist with visa and status screening in line with relevant legislative and policy requirements.
	Ensure that the enrolment of students with temporary resident status complies with ETD policy and procedures.
	Prepare monthly enrolment report for verification by Executive Officers.
	Undertake the compilation and data entry of ESL census information.
	Arranging access, documenting and preparing information in relation to transport for eligible students.
	Assist the librarian to collect, process and distribute resources and related administrative functions.
	Organise meetings and presentations, compile meeting agendas, compile minutes and maintain appointment diary.
	Prepare documentation, correspondence and reports as required.
	Prioritise documents, correspondence and calendars for supervisors and take appropriate action.
Communicate and liaise with internal and external stakeholders, resolve enquiries providing appropriate information and sound advice as a representative of the school.	Presentations
	Respond to Enquiries and receive/provide directions.
Manage information and communication technology (ICT) systems, software and hardware. Manipulate data/information and prepare documentation and reports.	Maintain a library database of alternative format resources in good order through efficient library practices.
	Use a range of publishing and graphics software applications, high level keyboard, technical skills and a creative approach to maintain resource production.
	Prepare program materials and teaching aids using a variety of technologies including computer programs, smart boards, intellitools and digital cameras.
Coordinate the preparation of school circulars, newsletters and other communication or promotional materials including web content, displays, year-books, certificates and awards.	
Participate in the planning and coordination of student and school events.	Logistic requirements of an excursion.
Coordinate and oversee finance duties.	Where directed, perform duties of Receipting Officer.
	Forwarding invoices to the ESL Executive Officer for payment
	Payments, receipting, expenditure etc.

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SA3 Learning Support

Activities	Tasks
Participate in the planning, development and implementation of education programs [identify and represent the needs of aboriginal and Torres Strait Islander students].	Assist the teacher in classroom activities and in the implementation of educational programs including individual learning programs.
	Work with individuals or groups of children including the integration of children with special needs.
	Prepare teaching aids, program materials and learning experiences using a variety of technologies.
	Assist in the integration of Aboriginal and Torres Strait Islander perspectives and cultural activities into the curriculum, including the sourcing and development of culturally appropriate resources.
	Assist students in their cultural, language, special needs transition and integration period.
	Contribute to the planning, development and assessment of programs and provide feedback as to their effectiveness.
	Accompany teachers and students on excursions.
	Perform laundry duties as required.
Provide interpreting, translating or transcription services to support delivery of educational programs and to facilitate communication between teachers, students, parents/carers and staff.	Provide language support to teachers and students in school activities and in the implementation of educational programs.
	Interpret and translate in designated high demand languages other than English as required, including at formal and informal interviews with students' families, meetings with teachers and school counsellors and through written correspondence.
	Facilitate communication between hearing impaired students, staff and other students by interpreting and translating sign in the classroom and other education settings such as playground, excursions, camps, work experience, end of year graduations and formals.
Prepare high quality alternate format resources using a wide range of strategies including braille, large print, tactile and audio. Analyse and convert information retaining the salient features.	Provide support to students with a vision impairment, using a wide range of specific strategies including Braille programs, tactile sign language and adaptive technology.
	Using appropriate guidelines for alternative formats (large print, tactile and audio), analyse and convert visual information retaining the salient features.
	Prepare and transcribe high quality Braille resources using the Braille codes (literacy, mathematics, science, computer and music).
	Under general direction and as part of a team provide assistance to all staff to enable students with vision impairment to achieve optimum learning outcomes.
	Maintain and update knowledge of the Braille codes and orientation and mobility guidelines.
Support speech and language development programs for hearing impaired students including assisting in the teaching of sign and oral communication.	Support speech and language development programs for hearing impaired students.
	Interpret lessons presented by the teacher and/or record class discussion using high quality note taking.
	Assist in teaching sign or oral communication to students.
Communicate with parents regarding objectives and outcomes relating to educational programs and/or students.	Act as a resource to teachers and families of students providing information about the child to both teaching staff and family members.
	Encourage Aboriginal and Torres Strait Islander parent/carer participation in their child's schooling, including involvement in educational decision making and transition processes.
	Assist with communication between staff, families and students from culturally and linguistically diverse backgrounds.
Liaise with internal and external providers of support services and	Implement programs provided by occupational therapist, physiotherapists, speech pathologists and paramedical staff.

implement approved specialist programs.	
Monitor students, assist in the implementation of behaviour management and social skills programs and associated activities.	Assist in maintaining discipline, rules, policy of the school and general student behaviour relevant to the specific environment and/or educational requirements.
	Assist with the supervision of children in the classroom, playground and on excursions.
	Supervise arrival and departure of students Including on and off buses or taxis
	Assist teachers in the implementation of behaviour management and social skills programs.
Support the physical and emotional needs of students including students with disabilities	Assist children with toileting, cleaning and changing.
	As part of a team assist students and staff (across a variety of settings) with physical management tasks e.g. lifting students, loading and unloading special equipment from vehicles.
	Prepare morning tea and lunch for babies and toddlers.
	Transport students between school campuses and/or other facilities related to their education programs.
	Assist students and staff with swimming lessons and hydrotherapy sessions including undressing and dressing of students.
Perform First Aid, administer prescribed medication and provide support to students in accordance with approved student health care/treatment plan.	Perform First Aid duties when in receipt of a First Aid allowance.
	Administer prescribed medication to students in accordance with written authorisation from parents/carers and medical practitioner.

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SA3 Technical / Professional

Activities	Tasks
Provide specialist knowledge and advice to support the delivery of educational programs.	Provide safety and technical advice to teachers in regards to lesson implementation.
Coordinate the operations of a school science laboratory including labelling of chemicals, calculations to prepare chemical stock solutions, and maintenance of live specimens.	Maintain Science Hazardous Chemical Register.
	Maintain MSDS file and update using chemical data base CHEMWATCH
	Monitor and maintain risk assessment requirements and files for legal purposes
	Maintain live laboratory specimens in accordance with relevant legislation and policy.
	Perform calculations to prepare chemical stock solutions.
Undertake research and trial experiments to identify safe and relevant class demonstrations. Prepare experiments and materials for demonstrations and practical lessons.	Undertake research and trial experiments to identify relevant class practicals.
	Prepare science equipment and materials for demonstration and practical lessons.
Manage the safe storage, handling and disposal of equipment, chemicals, biological and biochemical materials.	Safely store, issue and dispose of equipment, chemicals, biological and biochemical materials.
	Label chemicals and maintain science equipment in laboratories and preparation room in good working order and organise repairs when required.
	Apply risk assessment policies to handle chemicals, biological, physical and biochemical materials.
Coordinate the operations of a school library including the cataloguing of digital and hardcopy resources.	
Maintain school information and communication technology (ICT) systems software and hardware. Implement new school/system technologies.	
Maintain a clean and safe working environment for students and staff. Undertake relevant workplace health and safety requirements and where necessary, risk assessments and initiate appropriate action.	Maintain a clean and safe working environment for students and staff, in accordance with WHS standards and ETD policies and procedures.