## **School Assistant 3**

# **Activity Descriptor**

Administration /	Learning Support	Student Services / Welfare	Technical / Professional
Operations  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, yearbooks, 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.		

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

	SA3 Administration / Operations
A attivitie a	
Activities	Tasks
Coordinate, organise and	Perform general administrative duties including general computing duties, filing, photocopying,
determine work priorities and undertake more	and student enrolment activities.
complex administrative	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).
tasks.	Assist with visa and status screening in line with relevant legislative and policy requirements.
tasks.	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	Presentations
with internal and external	Respond to Enquiries and receive/provide directions.
stakeholders, resolve	
enquiries providing	
appropriate information	
and sound advice as a	
representative of the	
school.	
Manage information and	Maintain a library database of alternative format resources in good order through efficient library
communication technology	practices.
(ICT) systems, software and	Use a range of publishing and graphics software applications, high level keyboard, technical skills
hardware. Manipulate	and a creative approach to maintain resource production.
data/information and	Prepare program materials and teaching aids using a variety of technologies including computer
prepare documentation	programs, smart boards, intellitools and digital cameras.
and reports.	programs, smart sources, intermedia and digital carrieras.
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Coordinate the preparation	
of school circulars,	
newsletters and other	
communication or	
promotional materials	
including web content,	
displays, year-books,	
certificates and awards.	
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Participate in the planning	Logistic requirements of an excursion.
and coordination of	
student and school events.	
Coordinate and oversee	Where directed, perform duties of Receipting Officer.
finance duties.	Forwarding invoices to the ESL Executive Officer for payment
	Payments, receipting, expenditure etc.
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Contribute to work area	Prepare and present material relevant to a meeting.
planning and decision	Attend and contribute to work area meetings.
making in support of school	Seek and act on workplace feedback
outcomes and business	
improvement.	
Recommend, coordinate	Monitor and maintain audio logical equipment of hearing-impaired students, organise
and oversee modifications	maintenance and repairs when required.
and/or repairs of	Maintain and store teaching aids, program materials, resources and indoor/outdoor equipment.
equipment/machinery to	Assist in the maintenance of the photocopier and audio visual equipment.
ensure operational	Organise maintenance and repairs when required.
efficiency.	Maintain equipment and resources in good working order, organise maintenance and repairs
	when required.
	when required.
Monitor and evaluate	Monitor, order, purchase consumables and equipment.
resources in relation to	Receive, record, store and distribute school supplies.
school needs. Provide	
options and make	Maintain stock register and assist with stocktaking.
recommendations on	
resource purchase and	
implementation to	
maximise business	
efficiency.	
efficiency.	

	SA3 Learning Suppor
Activities	Tasks
Participate in the planning,	Assist the teacher in classroom activities and in the implementation of educational programs
levelopment and	including individual learning programs.
mplementation of	Work with individuals or groups of children including the integration of children with special
education programs	needs.
identify and represent the	Prepare teaching aids, program materials and learning experiences using a variety of technologie
needs of aboriginal and	Assist in the integration of Aboriginal and Torres Strait Islander perspectives and cultural activitie
orres Strait Islander	into the curriculum, including the sourcing and development of culturally appropriate resources.
tudents].	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 t
	their effectiveness.
	Accompany teachers and students on excursions.
	Perform laundry duties as required.
Provide interpreting,	Provide language support to teachers and students in school activities and in the implementation
ranslating or transcription	of educational programs.
ervices to support delivery	Interpret and translate in designated high demand languages other than English as required,
of educational programs	including at formal and informal interviews with students' families, meetings with teachers and
and to facilitate	school counsellors and through written correspondence.
communication between	Facilitate communication between hearing impaired students, staff and other students by
eachers, students,	interpreting and translating sign in the classroom and other education settings such as
parents/carers and staff.	playground, excursions, camps, work experience, end of year graduations and formals.
Prepare high quality	Provide support to students with a vision impairment, using a wide range of specific strategies
alternate format resources	including Braille programs, tactile sign language and adaptive technology.
using a wide range of	Using appropriate guidelines for alternative formats (large print, tactile and audio), analyse and
trategies including braille,	convert visual information retaining the salient features.
arge print, tactile and	Prepare and transcribe high quality Braille resources using the Braille codes (literacy,
audio. Analyse and convert	mathematics, science, computer and music).
nformation retaining the	Under general direction and as part of a team provide assistance to all staff to enable students
salient features.	with vision impairment to achieve optimum learning outcomes.
	Maintain and update knowledge of the Braille codes and orientation and mobility guidelines.
support speech and	Support speech and language development programs for hearing impaired students.
anguage development	Interpret lessons presented by the teacher and/or record class discussion using high quality note
programs for hearing	taking.
mpaired students including	Assist in teaching sign or oral communication to students.
ssisting in the teaching of	
ign and oral	
ommunication.	
Communicate with parents	Act as a resource to teachers and families of students providing information about the child to
egarding objectives and	both teaching staff and family members.
outcomes relating to	Encourage Aboriginal and Torres Strait Islander parent/carer participation in their child's
educational programs	schooling, including involvement in educational decision making and transition processes.
and/or students.	Assist with communication between staff, families and students from culturally and linguistically
	diverse backgrounds.
iaise with internal and	I implement programs provided by occupational therapist, physiotherapists, speech pathologists
iaise with internal and external providers of	Implement programs provided by occupational therapist, physiotherapists, speech pathologists and paramedical staff.

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

	SA3 Student Services / Welfare
Activities	Tasks
Coordinate the administration and implementation of educational/vocational/leadership/welfare programs.	Implement programs and activities which raise awareness of Aboriginal and Torres Strait Islander perspectives within the school community.
Participate in the planning, development and implementation of welfare support services to students and families.	Develop relationships with parents/carers, with sensitive consideration of the family's previous and current context and the role that parents/carers play in the student's well being.  Organise access to the National Translating and Interpreting Service (TIS).  Transition visits (IEC / special education to mainstream, high school to college).  Provide support to Aboriginal and Torres Strait Islander students to achieve their potential in the school environment.
Facilitate student research, identification and access to information and/or resources in support of educational programs.	Work one-on-one with students providing science equipment for individual projects.
Communicate with parents/carers regarding school activities and opportunities for participation in the school community.	Communicate with and encourage parents/caregivers to take an active role in the school community.

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