



## STAFF ASSISTANT General Circular

---

<b>Place of work:</b>	EMSB Elementary Schools
<b>Status:</b>	Promotion
<b>Supplement:</b>	\$1,698.00/yr.
<b>Start Date:</b>	August 2023

---

### Opportunity for promotion

Members of the instructional staff who wish to be considered for the appointment as Staff Assistant for the 2023-2024 school year are invited to make their wishes known in writing. Please note that present practice is to appoint a Staff Assistant from among the staff members of the school in which he is teaching.

Candidates need not supply biographical details at this time. Arrangements will be made at a later date for all applicants to supply relevant information after their letter of application is received. The appointment of Staff Assistant is for one school year only and must be confirmed annually. The nomination of a teacher as Staff Assistant shall terminate automatically on June 30th.

### Responsibilities required of the staff assistant

In the absence of the School Administration to assume, upon request, full responsibility for the operation of the school and to maintain established school policy. This responsibility includes:

- a) Making decisions affecting the well-being of pupils, staff and the school programme
- b) Making decisions required by emergency situations

### Responsibilities assigned to the staff assistant to be decided by the school administration after consultation with the staff assistant

1. To assist the School Administration in exercising certain school routines such as those associated with annual school opening and school closing procedures
2. To assist in coordinating Standardized Testing programmes
3. To assist in compiling data for Annual Requisitions
4. To assist the School Administration and other consulting personnel in the implementation and promotion of curricular programmes. It is understood that the Staff Assistant must have competence in the areas concerned
5. To assist in the orientation of regular staff members, teacher aides, student teachers and other para-professionals
6. To assist in the preparation of Staff Duty Schedules, Library Duty Schedules and Monitor Schedules
7. To assist in the organization and supervision of scheduling of bus duties
8. To assist in the general discipline of the school

### Requirements and Qualifications

- Minimum of fifteen (15) years of schooling, including a Bachelor's Degree or its equivalent Experience or knowledge
- Brevet d'enseignement issued by the MEQ
- Minimum of five (5) years of successful teaching experience
- Ability to exercise sound, mature judgment
- Personality which encourages others to respect his professional competence and to seek his advice and assistance
- Ability to motivate others to realize their greatest potential, work well with others and communicate effectively through the use of the written and spoken word
- Evidence of professional interest
- Sensitivity and skill in the areas of human relationships and social awareness

Interested candidates should see that their letter of application is forwarded through the Principal of the school in sufficient time to reach the office of the Sector Director

**by Thursday, June 22<sup>nd</sup>, 2023.**

---

The masculine gender was used in this posting to facilitate the reading.

The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.