**Title of Position:** Classroom Assistant

**Division/Department**: Haliburton Campus

**Job Duties**

* assist faculty/teachers in classroom organization and management
* assisting faculty/teachers with preparation of classroom materials
* unpacking and arranging supplies
* assisting students with craft projects
* taking attendance
* providing lunch supervision for children/youths as required
* stay with younger students until parents pick them up
* assist the maintenance team in final week clean-up, storage, etc.

**Qualifications**

* good communication skills to deal effectively with parents, children, co-workers and faculty
* good organizational skills
* ability to effectively supervise children
* ability to lift weights up to 30 lbs.

**Additional Information ie special equipment or travel**