



2004 June

JOB DESCRIPTION

JOB TITLE	Assistant, Learning Support Services
JOB LEVEL	B
DEPARTMENT	Learning Support Services
SUPERVISOR	Office Supervisor, Learning Support Services

POSITION SUMMARY

The Assistant, Learning Support Services provides organizational support to Learning Coordinators who have responsibility for program development in curriculum or special education by completing general clerical tasks. The emphasis on particular responsibilities may vary by portfolio.

DUTIES AND RESPONSIBILITIES

- Design, create and edit curriculum documents, tables, charts and diagrams.
- Prepare memos, letters and other correspondence.
- Take and distribute meeting minutes.
- Respond to inquiries and redirect as necessary.
- Maintain information files and databases.
- Coordinate data for workshops and staff development sessions.
- Contact schools, other departments, and program staff as requested.
- Prepare and photocopy materials for workshops.
- Arrange appropriate distribution of materials.
- Establish and maintain filing systems.
- Organize room bookings and order refreshments.
- Operate office equipment including fax machines, photocopier, computer, etc.

EDUCATION

Completion of OSSD or equivalent.

EXPERIENCE

Related work experience is an asset.