School Services Officer - Level 1
INTEGRATION AIDE – 2008
25 hours per week

General Job Description
- Work particularly with two prep students
- Provide emotional and physical care for the students.
- Assist with other students in the class on an individual or group basis.
- Assist the students to comply with teacher instructions.
- Assist in the preparation of programs, resources and equipment for the students.
- Recess and lunchtime supervision will be required.
- Be part of the Early Years team at the school.
- Report to Program Support Group meetings with the students' parents, once a term or as required.
- Liaise with the Special Assistance Tutor, Speech Therapist, Visiting Teachers, personnel from outside agencies, classroom and other teachers.
- Participate in the monitoring and evaluation of programs and the evaluation of individual student involvement and achievement.
- Observe the students and draw attention of the teacher to the students when necessary.
- Attend professional development activities as negotiated with the Principal and pd co-ordinator.

Training and Experience
- No specific training is required but would be advantageous.
- Confidence with basic numeracy and literacy is essential.
- Ability to check work and identify errors is required.
- Patience and understanding, an ability to be flexible and abundant energy are essential.
- An aptitude for working with school aged children is important.
- The successful applicant will undergo an annual review.

Other details
The position is for 25 hours per week contact time with the student during term time including recess and lunch time.
Hours of work and timetabling will be negotiated with the classroom teacher and the principal.
The successful applicant must complete a satisfactory police records check prior to commencing employment and a working with children clearance.
The salary range is between SSO1-1 $29,401 – SSO1-5 $34,716 per annum as determined by the Department of Education, and Early Childhood Development School Services Officer Guidelines.

This position is a Student Support Position, for which funding is specifically linked to the continuing enrolment of the student. The SSO will be employed until the specific funding for the students cease or the student ceases to be enrolled in the school.

This position may be undertaken as a job share arrangement.

John Richmond
Acting Principal
10.03.2008