

Call For Support Staff Job Descriptions - Deadline April 29, 2011

Human Resource Services (HRS) is now accepting requests for reclassification of Support Staff jobs. Support Staff jobs include: Teacher Assistant, Special Needs Teacher Assistant, Instructor, Counselor, Coordinator, Administrative Support, Media Resources, Printing Services.

If an employee, or their supervisor, feels a job is inappropriately classified now is the time to submit an updated Support Staff Job Description. The deadline to submit a job description for review is April 29, 2011.

If you are requesting a reclassification, it is important that you indicate the "Requested Classification" on page one of the job description. Also, it is important to outline the changes to the job in the section titled "Changes Since Last Classification Review".

Accessing Job Descriptions

To assist you in developing a job description, the following information is accessible on MyECSD:

- * Sample Job Descriptions
- * Job Description Format
- * Writing a Job Description
- * Job Specifications
- * ECSSA Classification Review Process

Not to be confused with job descriptions, job specifications are examples of the full range of work being done within an organization. The information is general and outlines typical duties at a given classification level. Job descriptions provide a written statement that identifies key information about specific work within an organization. The sample job descriptions represent live jobs in the district and are used as benchmarks in classifying work. The sample job descriptions are also intended to be used as a template from which you could develop a specific job description within your school or department.

This information is accessible on My ECSD by following these steps: Click on: Department → Human Resources → Documents → Documents → Support Staff - Job Descriptions

The sample job descriptions represent the most common support work in the district, so it is likely you will find one that resembles your job. The sample job descriptions are protected on a "read only" basis, so if you highlight the description, copy and paste to a new document you may then revise the content to reflect the details of a specific job.

The basic groundwork in developing a job description has been done, so with some polishing and revising you should be able to easily create your own job description.

We anticipate the Joint Classification Review Committee will meet to review job descriptions in June 2011.

Please contact me if you have any questions about compensation and classification, or if you need help in completing your performance evaluation or job description.

Thanks,

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