

Job Description – Classroom Administrator



Please refer to Clause 3.5 Job Descriptions of the [Support Staff Collective Agreement](#)

Position Title	Classroom Administrator
Reports to	Head of Department – Learning Support Centre
Working Relationships	Learning Support Centre students, Supporting agencies & other Learning Support Centre staff.

Employment Status: Part time 20 hours per week. Term time only. Not required on teacher only and Parent Teacher Interview days.

Purpose of the position

Assist the HOD with the day-to-day running of the Learning Centre classroom.

Key Responsibilities	Appraisal Indicators
Classroom Administrator	Ensure the Learning Centre classroom runs smoothly day to day

Tasks and Duties

Classroom Administrator

- Supervise testing of all Year 9 & all other junior enrolments during the year. Supervise retesting of Year 10 before end of school year. Email results to appropriate personnel as per the new enrolment process spreadsheet.
- Communicate with the Enrolment DP as to timing of entrance testing. Communicate with CAM regarding access to CAM entrance testing, computer logins, availability of results and ensure results are shared with OTC enrolling staff. Ensuring the timely CAM testing with contributing schools, deliver & collect papers, administer test if applicable, collate & return papers to CAM Centre
- Support TIC of SAC's (for tests, assessments, practice & external exams) with reader/writers, separate accommodation requests for assessments. Assign R/W as per availability Indicated on TA timetables and enter on M4 board. Ensure assessments are on hand prior to the assessment and returned to teacher on completion.
- Keep student attendance rolls current. Whilst In LNCN check students are understanding/up to date with their work. Active supervision of students and agency staff when timetabled into the Learning Centre. Assist HOD & LSC's in the transition of students between main stream, Learning Centre and other organisations.
- Support with the making of Teacher Aide timetables and the collation of student timetables and plans on a termly basis.

General Responsibilities

Health & Safety & Wellbeing

- Take responsibility for personal safety & wellbeing
- Contribute to a culture of teamwork, respect and collegiality amongst staff
- Understanding and honouring the Tiriti o Waitangi In all actions and decision making, relating to partnership, participation and protection.
- Contribute to a safe working & learning environment
 - Practicing safe work methods
 - Proper use of safety equipment

Declaration:

Appointee:	
Date:	
Approved By:	
Date approved:	
Reviewed By/Date:	