

**Whakatane High School**

**Position:** Curriculum Support Technician; 25 hours per week for school weeks under the Support Staff in Schools Collective Agreement

**Responsible to:** HOD’s, English, Mathematics, Social Sciences and Careers

**Functional relationship with:** Whakatane High School staff, students, parents and visitors to the school

**Primary Aim:** To provide non-teaching support to the English, Mathematics, Social Sciences and Careers Departments

**Police Vetting:** The Board of Trustees is required by the Education Act 1989 to have a Police Vet carried out for this position

**Rationale:** Each of these departments requires support in the administration and management of resources. Departments will be able to book additional hours in busy times.

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| **Key Tasks** | **Performance Outcomes** |
| * Daily checking and powering up of all chrome books stored in these departments. To be done between 3.00pm and 4.00pm each weekday
* Preparation of materials for classes
* Administrative assistance; filing, ordering resources, monitoring budget and photocopying as required
* Maintaining the Asset Register for each department
* Any other reasonable tasks as requested by the Head of Department
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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Principal

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Principal Curriculum Support Technician

Date: Date: