
Position: Marketing Assistant

Department: Swan Valley Regional Secondary School

Reports To: Principal and Applied Commerce Education Teacher

JOB SUMMARY

The Marketing Assistant supports the Swan Valley Regional Secondary School's (SVRSS) Tiger's Den Store by facilitating daily operations and providing practical learning experiences to students in retail and financial management. This role also provides secondary support to students and teachers, contributing to a positive learning environment within the school.

PRIMARY RESPONSIBILITIES

Tiger's Den Store Operations and Student Practical Learning:

- Support students in reconciling daily cash deposits.
- Assist with stocking shelves and managing inventory.
- Guide students in using the cash register.
- Order and purchase inventory for the store.
- Ensure the smooth operation of the Tiger's Den Store, which provides support to Applied Commerce Education classes.

Educational Support and Student Supervision:

- Assist small groups or individual students in meeting educational outcomes of the curricula and/or Student Specific Plans (SSP).
- Monitor independent and group work.
- Locate, physically prepare, organize, and distribute instructional materials under the direction of the classroom teacher.
- Assist with classroom and student transitions in schedules, lessons, and subjects.
- Supervise students in various areas, including hallways, lunchroom, and grounds.
- Serve as a positive role model by actively encouraging, motivating, and reinforcing compassionate, supportive attitudes and behaviours among students and in daily interactions with adults.

POSITION QUALIFICATIONS

Required Education and Experience:

- Graduation from Grade 12 or equivalent.
- Experience working with children aged 13 to 21 years and adults via our N.I.T.T. program.

Required Knowledge, Skills, and Abilities:

- Ability to work with children in a mature, caring, and confidential manner.
- Effectively communicate with people both orally and in writing.
- Effective organizational skills.
- Strong interpersonal skills and an ability to work effectively as a member of a team.
- Reliable and flexible, with the ability to adjust to changing work assignments.
- Ability to maintain confidential information.
- Experience in technology (e.g., cash register systems, inventory management, or general computer use).
- Ability to work independently.
- Patience and understanding.
- Effective listening skills and appropriate, positive responses to student interactions.
- Ability to treat students respectfully, fairly, responsibly, and considerately.

Preferred Qualifications:

- Completion of a post-secondary program related to business or commerce; and/or child/youth development, childcare, educational assistant, or health care.
- Valid First Aid and CPR certification.

COMPETENCIES**Organizational:**

- Confidentiality: Consistently manages and maintains highly confidential information ethically both at school and in the community.
- Teamwork and Collaboration: Actively participates and contributes cooperatively as a member of the school team, working effectively under direction and adapting to unforeseen situations.
- Communication: Demonstrates strong oral and written communication skills, effectively interacting with internal and external stakeholders, including staff, support personnel, administrators, and parents.
- Adaptability: Is flexible and adjusts quickly to changing work assignments and unforeseen situations.

Role Specific:

- Student-Centered Approach: Functions as a positive role model, showing patience and understanding, treating students respectfully, and actively encouraging student independence and well-being.

- **Instructional Support:** Effectively assists students and small groups in meeting educational outcomes, reinforcing concepts, and adapting instructional materials as directed.
- **Behaviour Management:** Consistently employs effective student and group behaviour management skills, positively redirecting inappropriate behaviour and reinforcing positive actions.
- **Problem-Solving and Judgment:** Applies variable judgment to infer solutions based on established procedures and practices, handling routine and, at times, complex situations.
- **Professional Development:** Engages in self-evaluation, reflective practice, and seeks opportunities for ongoing personal and professional growth.

WORK CONDITIONS

Physical Demands:

- Requires low to moderate intensity physical effort, which may include lifting, moving inventory, assisting with mobility, and active supervision.

Environment:

- The role may involve exposure to disagreeable elements, given the nature of working closely with children, particularly those SSP's.
- There is a minor to moderate risk of injury, harm, or illness. This can include exposure to contagious illnesses and physical incidents.
- The work environment is dynamic, requiring flexibility and the ability to handle a variety of situations and interact constantly with people inside the school division, and sometimes outside.