



Treasury Board of Canada
Secrétariat

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CLASSIFICATION STANDARD

EDUCATIONAL SUPPORT

TECHNICAL CATEGORY

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INTRODUCTION

The positions allocated to this occupational group are divided into three sub-groups:

Teachers' Aide
Language Instructor

Physical Education Instructor

This standard describes the level description plan to be used to evaluate jobs allocated to the Educational Support Group. It consists of an introduction, definitions of the Technical Category, occupational group and sub-groups, and level descriptions.

The level description method of classification is a non-quantitative method of determining the relative difficulty of jobs. The standard describes two levels of work in the Language Instructor Sub-group and the Physical Education Instructor Sub-group, and one level of work in the Teachers' Aide Sub-group.

Use of the Standard

There are four steps in the application of this classification standard:

1. The position description is studied to ensure understanding of the position as a whole. The relation of the position being evaluated to positions above and below it in the organization is also studied.
2. Allocation of the position to the category, group and sub-group is confirmed by reference to the definitions and the descriptions of inclusions and exclusions.
3. In the case of the Teachers' Aide Sub-group steps 1 and 2 complete the evaluation process.
4. Positions allocated to the Language Instructor Sub-group or to the Physical Education Instructor Sub-group are tentatively assigned to a level by comparing the duties and responsibilities to the level descriptions. The position is assigned to that level that best corresponds on the whole with the duties and responsibilities of the position.

CATEGORY DEFINITION

Occupational categories were repealed by the Public Service Reform Act (PSRA), effective April 1, 1993. Therefore, the occupational category definitions have been deleted from the classification standards.

GROUP DEFINITION

For occupational group allocation, it is recommended that you use the [Occupational Group Definition Maps](#), which provide the 1999 group definition and their corresponding inclusion and exclusion statements. The maps explicitly link the relevant parts of the overall 1999 occupational group definition to each classification standard.

SUB-GROUP AND LEVEL DESCRIPTIONSTeachers' Aide Sub-group

- Sub-group Description - The primary duties of positions in this sub-group are to counsel students or to instruct students in a classroom setting on cultural matters and academic subjects, as part of an elementary or secondary curriculum.

Language Instructor Sub-group

- Sub-group Description - The primary duties of positions in this sub-group are to instruct youths or adults in a second language.

Language Instructor 1

Under general supervision:

- Teaches French, English, Inuktituk or a foreign language as a second language by:
 - developing lesson plans and classroom exercises,
 - instructing students using selected teaching aids, and
 - giving remedial instruction to slow achievers.
- Tests students for the purpose of determining and recording the level of proficiency.

Language Instructor 2

Under direction:

- Assists a director with the administration of a school by:
 - allocating classrooms and equipment to instructors,
 - reviewing and constructively criticizing the work of instructors in the classroom,
 - discussing teaching problems with instructors,
 - examining and recommending modification of course content,
 - supervising the activities in the language laboratory, and
 - functioning as chief language informant.
- Occasionally instructs a class to demonstrate teaching methodology.

Physical Education Instructor Sub-group

Sub-group Description - The primary duties of positions in this sub-group are to conduct a program of physical fitness for youths or adults.

Physical Education Instructor 1

Under general supervision:

- Conducts physical fitness classes.
- Organizes competitive team sports.
- Ensures gymnasium and sports equipment is in proper order.
- Performs related duties as required.

Physical Education Instructor 2

Under direction:

- Administers and organizes a physical fitness program.
- Directs a staff of one or more Physical Education Instructors.
- Conducts physical fitness classes.
- Organizes competitive team sports.
- Performs related duties as required.