

SCHOOL DISTRICT NO.5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: NOON HOUR SUPERVISOR

JOB SUMMARY: An employee hired to assist in the supervision of students in and around the school during the regularly scheduled lunch hour, who is responsible to the school administrators.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent.
2. Minimum six months' training or volunteer experience working with children in a group setting.
3. OFA Level 1 First Aid Training or equivalent.

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally, and in writing.
2. Demonstrate good judgement and appropriate intervention techniques regarding student behaviour.
3. Be self-directed, flexible and work independently.
4. Maintain confidentiality.
5. Maintain a positive and professional manner with students, staff, and the public. Work with disagreeable and/or hostile conditions from time to time.
6. Be a positive role model for students.
7. Solve problems alongside students related to the position.

RESPONSIBILITIES AND DUTIES:

1. Assist in the supervision and safety of students in and around the school during the scheduled noon-hour break.
2. Maintain a high degree of visibility.
3. Uphold the school's code of conduct.
4. Provide first alert and appropriate action for accidents and other potentially serious and/or dangerous situations.
5. Report immediately all safety and misconduct issues that require the attention of the supervisor or designate.
6. Administer first aid as needed.
7. Perform other job-related duties.