



NOON HOUR SUPERVISOR

Summary

Supervises students in assigned areas inside and outside the school. Supervision is highly visible and ensures students' safety, well-being and conformance to the school's standards of acceptable behaviour.

Job Description

- This position is under the direction and supervision of the School Administrator, or designate.
 - Supervises students during non-instructional time in assigned areas of the school building and grounds.
 - Reminds students as needed of acceptable behaviours and directs correction. Such behaviours include running in hallways, littering, fighting, swearing, horseplay, smoking and vandalism.
 - Maintains high visibility among students.
 - Directs misbehaving students to an Administrator.
 - Assists children who have injured themselves by providing basic first aid or requesting appropriate assistance.
 - Provides information to Administrator on incidents and accidents. May be required to document incidents.
 - Identifies strangers on or around school grounds and directs them appropriately.
 - To maintain the confidentiality of sensitive information seen or heard.
 - All employee conduct must be in compliance with school district policies and provincial legislation.
 - *This description includes the essential elements required for job identification and evaluation. However, it does not provide an exhaustive list of duties to be performed.*
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Typical Qualifications and Skills

- Grade 10
- Three months experience working with children
- Level 1 First Aid
- Sufficient strength and stamina to perform the duties and responsibilities of the position and ability to work outdoors in adverse weather

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