

## **SCHOOL DISTRICT NO.5 (SOUTHEAST KOOTENAY)**

### **JOB DESCRIPTION**

**JOB TITLE:** NOON HOUR SUPERVISOR

**JOB SUMMARY:** An employee hired to assist administration in the supervision of students in and around the school during the regular scheduled lunch hour, who is responsible to an assigned supervisor.

#### **QUALIFICATIONS REQUIRED:**

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

#### **MUST HAVE THE ABILITY TO:**

1. Communicate effectively, orally and in writing.
2. Demonstrate good judgment and appropriate intervention techniques regarding student behavior.
3. Be self directed, flexible and work independently.
4. Maintain confidentiality.
5. Maintain a positive manner with students and the public to contribute to the "tone" of the school.
6. Work with disagreeable and/or hostile conditions.
7. Be a role model for students.
8. Solve problems 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. Maintain appropriate discipline.
4. Provide first alert and appropriate action for accidents and other potentially serious and/or dangerous situations, such as fights.
5. Report immediately all safety and discipline issues that require the attention of the supervisor or designate.
6. Administer first aid according to the level of qualification required.
7. Perform other job related duties.