

SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION

TITLE: Noon Hour Supervisor
SECTION: Assigned Schools
REPORTS TO: Administrative Officer
DATE: June 2017

SUMMARY

1. Provide scheduled supervision of students during the noon hour and scheduled lunch break at elementary and secondary schools.
2. The areas to be supervised as designated by the Administrative Officer include outdoor areas such as playing fields, boat docks, bus and car loading areas, bus stops and indoor areas such as, lunch rooms, classrooms, hallways and gymnasiums.
3. Supervisors will circulate the designated areas checking for unacceptable behaviour that may be injurious to students (themselves or others), and reinforcing appropriate student behaviour.

DUTIES

1. Observe and monitor atypical behaviour.
2. Fully monitor the assigned area.
3. Review duty/supervisor responsibilities three times per year (September, Christmas, Easter). Communicate regularly with immediate supervisor.
4. Monitor and refer to the school administration any pupils who are considered to need more than on-the-spot intervention such as; repeated incidents of swearing and not observing school rules, fighting, continually leaving school grounds, damaging school property, and violating policies - drug and alcohol, school roofs, violence.

QUALIFICATIONS

1. Childsafe First Aid and Non-Violet Crisis Intervention (NVCi) certificate.
2. Good interpersonal skills with students and staff