

Vancouver Island West School District 84

Job Description

Noon Hour Supervisor

Summary

Under the direction, supervision, and evaluation of the Principal, provides general supervision to students and encourages safe play and positive interaction.

Duties

- Supervises students on the playground, in classrooms and hallways.
- Ensures established school and playground rules are followed and upheld by students.
- Helps students resolve conflicts in a positive manner.
- Documents incidents, accidents, and behavior problems and reports them to the Principal.
- Administers minor first aid to students as necessary.
- Maintains watchfulness regarding persons not permitted on the school property.
- Maintains awareness of student medical alerts.
- Maintains awareness of custody and access to students.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- May be required to perform other job-related duties as assigned.

Qualifications

- Grade 12 education.
- St. John's Ambulance First Aid, Occupational First Aid Level 1 or equivalent certificate.
- Related work experience is preferred.
- Physical capability to perform the job duties.

January 7, 1998
Reviewed and Updated: January 12, 2000
Reviewed: September 26, 2001
Reviewed and Updated: January 31, 2003
Reviewed: March 7, 2006