

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

SUPPORT STAFF – NOON/MORNING/BUS/PLAYGROUND SUPERVISOR

Location: Schools

PAY BAND: 3

SUMMARY:

Provides general supervision to students and encourages safe and positive interaction during designated periods.

DUTIES & RESPONSIBILITIES:

- supervises students on the playground or in classrooms and hallways in the morning or during noon hour and during loading and unloading of buses
- ensures established school and playground rules are followed and upheld by students
- helps students resolve conflicts in a positive manner
- documents incidents, accidents, and behaviour problems and reports them to the Administrative Officer(s)
- maintains awareness of student medical alerts and awareness of custody and access to students; and maintains watchfulness regarding persons not permitted on the school property
- may be required to communicate using walkie-talkies if applicable
- 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 assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

QUALIFICATIONS:

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)

EXPERIENCE

- one month of current relevant experience
- Workplace Hazardous Materials Information System (WHMIS) Certificate and familiarity with Workers' Compensation Board (WCB) safety procedures

SKILLS & ABILITIES

- ability to communicate effectively, both orally and written, using courtesy, tact and discretion
- ability to use initiative to determine, judge and select appropriate course of action within limits of established methods and procedures
- understanding and ability to apply behaviour management and conflict resolution techniques
- physical capability to perform the job duties

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.