



School District #54 (Bulkley Valley)
JOB DESCRIPTION

NOON HOUR SUPERVISOR
MORNING SUPERVISOR
BUS SUPERVISOR

Location: Schools

SUMMARY:

Under the direct supervision and direction of the Principal or Vice-Principal, the Supervisor is required to supervise assigned area(s) within the school and on the playground areas and provide a high level of visibility and a proactive, positive involvement with students. The Supervisor shall monitor the activities of students to ensure their safety and well being.

DUTIES:

- Supervises students on the playground or in classrooms and hallways in the morning or during noon hour and/or 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 Principal/Vice-Principal
- 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
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- Works as a team member with staff and administrators at the school level
- 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:

- Completion of Grade 12 (Dogwood Certificate)
- Three months of current relevant experience
- Valid Level 1 First Aid Certificate
- Working knowledge of behaviour management and conflict resolution techniques
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Familiarity with Workers' Compensation Board (WCB) safety procedures
- 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.

Agreed to:

CUPE Job Description Committee

CUPE Job Description Committee

Secretary Treasurer