



Job Title	Noon Hour Supervisor
Department	Designated School
Location	Assigned School
Reports to	Administrative Officer(s)

Type of position:	Maximum Hours: 5 / week
<input type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

GENERAL DESCRIPTION

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

TYPICAL DUTIES

- monitors students and intervenes when students engage in appropriate behavior such as littering, running, horseplay, fighting, vandalism and swearing
- when necessary, direct misbehaving students to the office to the attention of Administration
- writes up reports on accidents and/or incidents which they have witnessed
- performs all duties with a level of interpersonal skill appropriate to the position
- maintains the confidentiality of sensitive information

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Grade 10 or equivalent
- Proficient in oral and written communication
- Valid 1 WCB First Aid Certificate

REVIEWED BY

Title

APPROVED BY

Title