



SCHOOL DISTRICT 78
FRASER-CASCADE
EVERYONE PULLING TOGETHER

INTERNAL POSTING No. 24-062
CONTINUING

UNION VACANCY NOTICE

February 27, 2024

Date of Distribution

Applications are invited for the following position as detailed below:

EFFECTIVE DATE: **Immediately**

DESCRIPTION: **Noon Hour Supervisor**
One (1) hour per day
Five (5) days per week

LOCATION: **Kent Elementary**

HOURLY RATE: **\$ 22.31**

DEADLINE DATE: **March 4, 2024 at 2:00 p.m.**
(Applications will not be considered after 2:00 p.m.)

Major Duties/Qualifications: Classification Description at each location

Please direct all applications to: Human Resources
School District No. 78 (Fraser-Cascade)
650 Kawkawa Lake Road
Hope, B.C. VOX 1L4
Fax (604-869-7400)
Phone (604-869-2411)
Email laurie.bjorge@sd78.bc.ca

PLEASE POST ON SCHOOL BULLETIN BOARD

INTERNAL APPLICANTS ARE GIVEN FIRST CONSIDERATION

All applicants not currently employed by this School District must sign a release to permit a criminal record review prior to confirmation of hiring

SCHOOL DISTRICT #78 (FRASER-CASCADE)

JOB DESCRIPTION

NOON HOUR SUPERVISOR

Location: All

Summary:

Under the direction and supervision of the Administrative Officer(s), monitors students during the lunch hour, both indoors and out, to ensure the safety and well-being of the students and maintains the confidentiality of sensitive information seen or heard.

Duties and Responsibilities:

- Ensures students are safe and are following established school procedures, policy and rules.
- Monitors students inside and outside the school during lunch period.
- Assists in solving minor student conflicts (physical/verbal).
- Administers minor first aid and ensures appropriate medical attention is received as required; assists in preparing Student Incident Report forms as required.
- Approaches strangers on or around the playground to ascertain who they are; reports incidents of this nature to Administrative Officer(s).
- Uses judgement in following clearly prescribed procedures.
- Reports unsafe or broken playground equipment to Administrative Officer(s).
- Reports any incident of a major consequence to the Administrative Officer(s).
- Performs other noon hour supervisor or emergent duties which are within the scope of knowledge, skills and abilities required by this position.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Ensure students remain on school property.

Required Qualifications and Experience:

- Grade 10 or equivalent with experience working with children.
- Completion of St. John Safety Oriented First Aid (SOFA) Certificate.
- Ability to maintain good working relationships with school staff and pupils.

Required Qualifications and Experience cont'd:

- Ability to understand and effectively carry out oral and written instructions.
- Ability to work outdoors in adverse weather.

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