



VANCOUVER ISLAND WEST
School District 84
SUPPORT STAFF JOB POSTING
No. 2017-52

TEMPORARY NOON HOUR SUPERVISOR
Gold River Worksite

Under the direction, supervision and evaluation of the Principal, the Noon Hour Supervisor will provide general supervision to students and encourage safe play and positive interaction.

Effective immediately until June 30, 2018, this appointment is for one (1) hour per day when students are in regular attendance.

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.

The rate of pay for a Noon Hour Supervisor is \$18.82 per hour plus 5% in lieu of benefits and 4% in lieu of vacation, as per the Collective Agreement. Employment is subject to an approved Criminal Record Check.

Inquiries can be directed to the Principal at 250-283-2220.

Interested applicants are required to submit a letter, application form and supporting documents by 4 pm, January 9, 2018, to:

Ms. Annie James, Human Resources Administrator
Vancouver Island West School District 84
E-mail: ajames@viw.sd84.bc.ca

The successful applicant may be required to complete short pre-employment courses related to health and safety, prior to the commencement of this appointment. Information will be provided.