



"Bringing Learning to Life!"

2018 *CUPE* *Posting #12A*

Fax # (250) 949-8792

March 9, 2018

TO CUPE LOCAL 401:

Employees are hereby advised that the following **REGULAR** position is available.
Applications received should be no later than **12:00 p.m. on Monday, March 19, 2018.**

NOON HOUR SUPERVISOR I

Pay Rate : \$22.07 per hour
Location : **Port Hardy Secondary School**
Hours of Work : 4.5 hours per week, while school is in session
Start Date : ASAP
Reporting To : Ms. Rena Sweeney, Principal, Port Hardy Secondary School

MAJOR DUTIES AND QUALIFICATIONS – See attached job description.

Please direct all applications to: Mr. John Martin, Secretary-Treasurer
School District No. 85 (Vancouver Island North)
P.O. Box 90
Port Hardy, B.C. VON 2P0

cc: CUPE Payroll
CUPE Local 401
All Schools
Port McNeill Maintenance
Transportation
School District Administration Office
VINTA

PLEASE POST

**SCHOOL DISTRICT NO. 85
(Vancouver Island North)**

CLASSIFICATION DESCRIPTION

NOON HOUR SUPERVISOR I

DEPARTMENT: School

JOB SCOPE

Reports to the school principal.
Supervises identified students during lunch break.
Works without close supervision.
Performs duties of a confidential nature.

MAJOR DUTIES AND RESPONSIBILITIES

Supervises identified students during lunch hour, according to established procedures.
Keeps a record of incidents as required.
Attends to and provides assistance to students with exceptionalities, in toileting, positioning, mobility, feeding, grooming, dressing and administering medication (in accordance with Board policy).
Ensures safety of identified students in classrooms, school facilities, playgrounds and school functions.
May be required to lift students.
May work with students with social/emotional and/or behavioural needs.
Reports injuries and behavioural problems to the principal or designate.
Performs other duties necessarily incidental to those assigned above.

QUALIFICATIONS AND EXPERIENCE

Secondary school graduation (with Dogwood Certificate or equivalent) supplemented by training applicable to work situation.
Ability to maintain good working relationships and communicate effectively with school staff and students.
Ability to work effectively with students with exceptionalities.
Ability to understand and effectively carry out oral and written instructions.
Valid Level I first aid certificate or equivalent.
Six months to one year recent experience working with students with exceptionalities.

Revised Jun. 1996
Reviewed Jun. 2000
Reviewed Apr. 2007
Reviewed Jun. 2010
Revised Jun. 2015