

TITLE: Noon Hour Supervisor  
SECTION: As Appointed  
REPORTS TO: Principal or Delegate

SUMMARY:

Under the close supervision of the Principal or Delegate, monitors students using established rules, regulations and procedures during the scheduled lunch break.

DUTIES:

1. Observes student behaviour and interacts when necessary to maintain established discipline standards during the scheduled shift.
2. Prepares reports as required by Principal dealing with accidents, behaviour, unsafe conditions or broken equipment.
3. Administers basic first aid.
4. May, on occasion, be required to perform other job-related duties as assigned.

## QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12 or completion of Grade 11 supplemented by an additional vocational program
- In possession of a current Emergency First Aid - Industry.

Skills - the applicant must have

- Proficiency in written and spoken English consistent with assignment.

Experience - the applicant must have

- Experience working with children.

Physically Fit - the applicant must be

- Physically capable of performing the job duties.

Other - the applicant must

- Be able to follow established methods and procedures that are well defined and/or detailed.
- Show tact and courtesy in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

Revised: March 10, 2009

## APPENDIX G

**JOB EVALUATION**

COVERING

**SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)**  
(EMPLOYER)

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101**

**ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	34 - Noon Hour Supervisor
LOCATION:	Schools
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

**JOB RATING**

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	3	1	1	1	2	1	2	2	3	2	3
Total Points	183										

RATING CLASSIFICATION: LEVEL	3
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