

NOON HOUR SUPERVISOR - MIS02



Position/Title: _____ Department/School: _____

Reports to: _____ Date: _____

Incumbent: _____ Supervisor: _____

Function and Purpose of Position

Noon Hour Supervisors main responsibility is to provide supervision to children during the lunch hour under the direction of the Principal/Assistant Principal.

Activity A: Supervision During Eating Time

- Greet students in lunch room when lunch hour starts
- Establish a lunch time seating plan for students
- Watch students in different classrooms while they eat
- Help monitor behaviour and encourage positive interaction between students
- Encourage students to follow classroom lunch rules and handle minor infractions
- Make sure students dispose of garbage in receptacles

Activity B: Supervision During Playtime

- Assist students in getting ready to go outside after eating time
- Ensure that all students have gone outside within a reasonable time
- Supervise and ensure student safety within an assigned area of the play ground
- Carry the first aide fanny-pack at all times and administers minor first aide
- Deal with minor behaviour problems and refer serious behaviour problems to the office with a written report

Activity C: Other Duties

EDUCATION AND EXPERIENCE

- A) Education
- i) Attend Lunch Supervisors Orientation
 - ii) First Aide is an asset
- B) Experience
- i) Related experience is an asset

Equivalencies will be considered.

KNOWLEDGE, SKILLS AND ATTITUDES

- Good interpersonal skills
- A good sense of humour
- Good health and physical fitness
- The ability to take direction and work independently
- Flexibility, patience, sensitivity, tolerance, enthusiasm, creativity and imagination
- The ability to deal with the emotional and mental stress of working with large groups of children who are sometimes active and demanding.

DECISION MAKING

Lunch room supervisors performs under well-established guidelines to ensure the orderly conduct and safety of students

WORKING WITH OTHERS

Some of the usual contacts that you will have in your position are:

1. Employees in the school will exchange factual or everyday information.
2. Daily communication with students will require explanation and interpretation of everyday information.

PHYSICAL DEMANDS

Some sitting, standing, moving, lifting and bending (or a combination of these movements) and there may occasionally be some physical effort required.

WORKING CONDITIONS

Work is located in the school and outside the school in the playground.

Hours of work are the schools scheduled lunch hours. The days of work are based on the instructional days of the school calendar.

ADDITIONAL INFORMATION

Noon Hour Supervisors must agree to respect the confidentiality and personal integrity of students, parents, teachers and other staff