

SCHOOL DISTRICT No. 22 (Vernon)

JOB DESCRIPTION

Position: Student Supervisor

Job No: 136

POSITION SUMMARY:

Under the supervision of the Principal, monitors students and performs minor first aid.

POSTION DUTIES AND RESPONSIBILITIES:

Provide student supervision including monitoring student activities/behaviours to ensure students' safety.

Assist in minor first aid and complete required forms.

Assist with the care of special needs students.

Communicate with students, staff and others.

Monitoring students' behaviour by maintaining order in the bus area while awaiting buses and ensuring that students get on the right bus.

Check on students still awaiting pick-up after the bus has left.

Phone parents or assist with phone calls for students who are still awaiting pick-up.

REQUIRED EDUCATION AND EXPERIENCE:

Grade 10

Six (6) months previous experience in dealing with children such as volunteering or parenting.

The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

Approved and authorized by the Secretary-Treasurer or designate:

Signature: _____

Date: _____

*Jan 2015 *Same as April / 2010*