



2023/2024 CUPE Posting #35

Fax # (250) 949-8792

"Bringing Learning to Life!"

January 12, 2024

TO CUPE LOCAL 401

Employees are hereby advised that the following **REGULAR** position is available.
Applications should be received no later than 4:30 p.m. January 22, 2024.

NOON HOUR SUPERVISOR I

Pay Rate : \$27.03 per hour
Location : **Sunset Elementary School**
Hours of Work : 5 hours per week, while school is in session
Start Date : ASAP
Reporting To : Stephanie Boal, Principal, Sunset Elementary Elementary School

MAJOR DUTIES AND QUALIFICATIONS - See attached job description

Please mail all applications to: Secretary Treasurer, School District No.85 (Vancouver Island North)

P.O. Box 90, Port Hardy, BC VON 2P0 or email to mjones@sd85.bc.ca

Please include a completed CUPE application, resume, transcripts and certificates.

[CUPE-Application-Form-fillable.pdf \(sd85.bc.ca\)](https://sd85.bc.ca/CUPE-Application-Form-fillable.pdf)

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

**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 assists 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 (e.g. CPI).
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
Revised Mar. 2019