



# 2025/2026 CUPE Posting #1

Fax # (250) 949-8792

*"Bringing Learning to Life!"*

September 4, 2025

## 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. September 19, 2025.

## 2 Vacant positions

### NOON HOUR SUPERVISOR II

Pay Rate : \$26.03 per hour  
Location : **Sunset Elementary School**  
Hours of Work : 5 hours per week, while school is in session  
Start Date : ASAP  
Reporting To : Melody Watson, Principal, Sunset 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](mailto:mjones@sd85.bc.ca)  
Please include a completed CUPE application, resume, transcripts and certificates.  
[CUPE-Application-Form-fillable.pdf \(sd85.bc.ca\)](#)

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 II**

**DEPARTMENT: School**

**JOB SCOPE**

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

**MAJOR DUTIES AND RESPONSIBILITIES**

Supervises designated areas during lunch hour, according to established procedures.  
Keeps a record of incidents as required.  
Ensures students do not leave school property without permission.  
Reports injuries and behavioral 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) preferably supplemented by specialized courses applicable to work situation (e.g. CPI).  
Ability to maintain good working relationships with school staff and students.  
Good interpersonal and communication skills.  
Ability to understand and effectively carry out oral and written instructions.  
Ability to work outdoors in adverse weather.  
Valid Level 1 first aid certificate or equivalent.  
Related experience preferred.

Revised Sep. 1994  
Reviewed Jun. 2000  
Reviewed Apr. 2007  
Reviewed Jun. 2010  
Revised Jun. 2015  
Revised Mar. 2019