



# 2024/2025 CUPE Posting #18

*"Bringing Learning to Life!"*

November 4, 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. November 15, 2024.

## **NOON HOUR SUPERVISOR I**

Pay Rate : \$27.85 per hour  
Location : **Eagle View Elementary School**  
Hours of Work : 5 hours per week, while school is in session  
Start Date : ASAP  
Reporting To : Stacia Johnson, Principal, Eagle View 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 \(sd85.bc.ca\)](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