



**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