

2024/2025 CUPE

Posting #19

"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 II

Pay Rate	: \$26.03 per hour
Location	: Eagle View Elementary School
Hours of Work	: 5 hours per week, while school is in session
Start Date	: November 29, 2024
Reporting To	: Stacia Johnson, Principal, Eagle View Elementary School

$MAJOR \, DUTIES \, AND \, QUALIFICATIONS \, \text{-} \, \text{See} \, attached job \, description$

Please mail all applications to: Secretary Treasurer, School District No.85 (Vancouver Island North) P.O. Box 90, Port Hardy, BC VON 2PO or email to <u>mjones@sd85.bc.ca</u> Please include a completed CUPE application, resume, transcripts and certificates. <u>CUPE-Application-Form-fillable.pdf (sd85.bc.ca</u>)

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