



"Bringing Learning to Life!"

2017 *CUPE* *Posting #4A*

Fax # (250) 949-8792

February 17, 2017

TO CUPE LOCAL 401:

Employees are hereby advised that the following **REGULAR** position is available.
Applications received should be no later than **12:00 p.m. on Friday, February 24, 2017.**

NOON HOUR SUPERVISOR II

Pay Rate : \$20.23 per hour
Location : **Port Hardy Secondary School**
Hours of Work : 4.5 hours per week, while school is in session
Start Date : March 1, 2017
Reporting To : Ms. Rena Sweeney, Principal, Port Hardy Secondary School

MAJOR DUTIES AND QUALIFICATIONS – See attached job description.

Please direct all applications to: Mr. John Martin, Secretary-Treasurer
School District No. 85 (Vancouver Island North)
P.O. Box 90
Port Hardy, B.C. V0N 2P0

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

PLEASE POST

**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.
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

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