



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #S-01

SUPERVISION ASSISTANT

Location: All

SUMMARY:

Under the direction, supervision and evaluation of the Principal, provides general supervision to students and encourages safe play and positive interaction during designated periods.

DUTIES:

- Supervises students on the playground, in classrooms and during loading and unloading of buses.
- Ensures established school and playground rules are followed and upheld by students.
- Helps students resolve conflicts in a positive manner.
- Documents incidents, accidents and behavior problems and reports them to classroom teacher(s) and Principal.
- Administers minor first aid to students as necessary.
- Signs playground equipment in and out.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains awareness of student medical alerts.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS), Globally Harmonized System (GHS) and WorkSafe BC.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:


- Grade 12 education or the equivalent, or significant related work experience
- Basic first aid training course
- Conflict Resolution training desirable

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

On behalf of:
C.U.P.E. Local 801



Secretary Treasurer



President

December 12/2012
Date

January 14, 2013
Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #S-02

SUPERVISION ASSISTANT II

Location: All

SUMMARY:

Under the direction of classroom teachers and/or office staff, and the supervision and evaluation of the Administrative Officer(s), provides general supervision and support to students, encourages safe play and positive interaction and assists the general education program of the school(s) during designated periods.

DUTIES:

- Supervises students on the playground, in classrooms and during the loading and unloading of buses.
- Ensures established school and playground rules are followed and upheld by students.
- Helps students resolve conflicts in a positive manner.
- Provides general support such as updating bulletin boards, photocopying, tidying work areas, unpacking deliveries, assisting with report cards.
- Documents incidents, accidents and behaviour problems and reports them to classroom teacher(s) and/or Administrative Officer(s).
- Administers minor first aid to students as necessary.
- Provides classroom support such as zipping coats, tying shoes, listening to students read, helping with crafts, and other recreational activities.
- Signs playground equipment in and out.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains awareness of student medical alerts.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 education, or the equivalent, or significant related work experience
- Basic first aid training course

Qualifications Continued:

- Conflict Resolution training desirable

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

Kimmin

Secretary-Treasurer

FEB - 7, 1994

Date

On behalf of:
C.U.P.E. Local 801

Celia Fisher

President

February 2/94

Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #S-03

CROSSING GUARD

Location: All

SUMMARY:

Under the direction, supervision and evaluation of the Administrative Officer(s), ensures the safety of students while crossing roadways to and from school.

DUTIES:

- Supervises students and directs traffic using appropriate signals and equipment.
- Gives clear, precise instructions to students when to cross the road.
- Administers minor first aid if needed.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 education, or the equivalent, or significant related work experience
- Conflict Resolution training desirable

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)


Secretary-Treasurer

Date

FEB - 7 1994

On behalf of:
C.U.P.E. Local 801


President

Date

February 2/94