

**SCHOOL DISTRICT NO. 62 (SOOKE)**

**TITLE:** SUPERVISION ASSISTANT

**QUALIFICATIONS:**

1. Grade 12 graduation or equivalent.
2. Three months of experience and over.
3. Patience with, and care for, students and a demonstrated aptitude for the work to be performed.
4. Ability to follow school district policy and procedures.
5. Be able to follow school "Code of Conduct" and reinforce the values to children.
6. An ability to work well with other adults.
7. A desire to help children.
8. Self-assurance and a well modulated voice with the ability to speak fluently and communicate well.
9. Appreciation of the confidential nature of all information relating to students, parents and teachers.
10. Holder of a valid Occupational First Aid – Level One Certificate.

**RESPONSIBLE TO:** Principal

**SUPERVISES:** N/A

**JOB GOAL:** To assist in providing a well organized, supervised school environment in which students can take full advantage of their non-instructional time.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists administration in duties relating to supervision of students during non-instructional time.
2. Dispenses first aid and tends to children in sick room.
3. Responsible for lunch, snack and clean-up routines.
4. May assist children with clothing and dressing as required.
5. Performs related work as required such as bus loading and unloading.

**TERMS OF EMPLOYMENT:** Ten months. Hours may vary but work is required only when students are at school.

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**EVALUATION**

DATE: June 21, 2019

JOB TITLE: SUPERVISION ASSISTANT

Factor	Degree	Points	Substantiating Data
1. Knowledge	3	45	Completion of Grade 12.
2. Experience	1	15	Up to three months.
3. Judgement	2	20	Job requires the application of established methods or procedures. Work may involve a choice of methods.
4. Mental Effort	3	30	Continuous periods of short duration.
5. Physical Activity	2	12	Medium activity of short duration.
6. Dexterity	1	6	Minimal accurate coordination of fine or coarse movements. Above average speed is not required.
7. Accountability	4	40	Cause significant embarrassment within the organization and have limited impact on its public image.
8. Safety of Others	3	24	Considerable degree of care required to prevent injury or harm to others.
9. Contacts	3	30	Tact and discretion required to deal with or settle requests, complaints or clarification of information
10. Disagreeable Conditions	3	30	Minor conditions of frequent exposure.
TOTAL POINTS		252	

**APPROVED**

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_