



*"Bringing Learning to Life!"*

# 2016 *CUPE* *Posting #31*

**Fax # (250) 949-8792**

**September 21, 2016.**

**TO CUPE LOCAL 401:**

Employees are hereby advised that the following **REGULAR** position is available.

Applications should be received no later than **12:00 p.m. on Monday, October 3, 2016.**

**NOON HOUR SUPERVISOR II**

Pay Rate : \$20.23 per hour

Location : **Sea View Elementary Junior Secondary School**

Hours of Work : 4 hours per week, while school is in session

Start Date : ASAP

Reporting To : Ms. Heather Johnson, Principal, Sea View Elementary Junior Sec. 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. VON 2PO

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