



VANCOUVER ISLAND WEST  
School District 84  
**SUPPORT STAFF JOB POSTING**  
**No. 2017-12**

**TEMPORARY NOON HOUR SUPERVISOR**  
**Gold River Worksite - Ray Watkins Elementary School**

*Under the direction, supervision and evaluation of the Principal, the Temporary Noon Hour Supervisor will provide general supervision to elementary students and encourage safe play and positive interaction.*

*Effective immediately until the return of the incumbent or June 30, 2017, whichever comes first, this assignment is for one (1) hour per day when students are in regular attendance.*

**Duties:**

- Supervises students on the playground, in classrooms and hallways.
- 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 the Principal.
- Administers minor first aid to students as necessary.
- Maintains watchfulness regarding persons not permitted on the school property.
- Maintains awareness of student medical alerts.
- Maintains awareness of custody and access to students.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- May be required to perform other job-related duties as assigned.

**Qualifications:**

- Grade 12 education.
- St. John's Ambulance First Aid, Occupational First Aid Level 1 or equivalent certificate.
- WHMIS certification.
- Related work experience is preferred.
- Physical capability to perform the job duties.

*The rate of pay for Noon Hour Supervisor is \$18.73 per hour plus 5% in lieu of benefits and 4% in lieu of vacation, as per the Collective Agreement. Employment is subject to an approved Criminal Record Check.*

**Inquiries can be directed to the Principal, Ray Watkins Elementary School, at 250-283-2220.**

Interested applicants are required to submit a letter, application form, resume, and supporting documents by 4 pm, May 22, 2017 to:

Ms. Annie James, Human Resources Administrator  
Vancouver Island West School District 84  
E-mail: [ajames@viw.sd84.bc.ca](mailto:ajames@viw.sd84.bc.ca)

See [www.sd84.bc.ca](http://www.sd84.bc.ca), "Forms" for support staff application form.

*The successful applicant may be required to complete short pre-employment courses related to health and safety, prior to the commencement of this appointment. Information will be provided.*