



# SCHOOL DISTRICT #8 (KOOTENAY LAKE)

## JOB DESCRIPTION

**Status:** APPROVED  
**Date:** February 2002  
**Reviewed:** May 13, 2013  
June 10, 2016  
December 9, 2016  
January 13, 2017

### Job Title

Noon Hour Supervisor

### Job Summary:

An employee who, under direction of the Principal, or designate, supervises students, in indoor and outdoor settings.

### Job Requirements:

1. Communicates effectively with excellent inter-personal skills.
2. Acts with authority, tact and diplomacy.
3. Works with non-compliant students in a non-confrontational manner. Training in non-violent crisis intervention will be provided.
4. Part of a collaborative team, maintaining a professional attitude and confidentiality in working relationships with all school personnel, and students.
5. Provides care to designated students' medical needs as directed by a health professional where the consequences for error are not life threatening in accordance with Board Policy No. 310 and be required to sign Request for Medication Form attached thereto. Training will be provided.
6. Must have understanding and knowledge of safe work practices and follows the Independent Learning Services Education Assistant Handbook and student safety plan.
7. Renders emergency assistance and/or follows emergency protocols.
8. Reports site safe concerns.
9. Performs other job related duties as may be assigned.

Approved: January 13, 2017  
On behalf of CUPE Local 748:

Noon Hour Supervisor  
On behalf of School District No. 8 (Kootenay Lake):

A handwritten signature in black ink, appearing to be "D. H. L.", is written over the supervisor's name.

**Job Conditions:**

1. Work is physically demanding.
2. Work can be in undesirable conditions dependent on weather and location.
3. Appropriate footwear is required.

Approved: January 13, 2017  
On behalf of CUPE Local 748:

Noon Hour Supervisor  
On behalf of School District No. 8 (Kootenay Lake):

