

# Student Supervisors

## *Job Description Summary*

This work involves the supervision of students in assigned areas, within the school and on the school grounds, during the lunch break. The Supervisor provides a high level of visibility and monitors the activities of the students to ensure their safety, well-being, and conformance to the school's code of conduct. The Supervisor works within the school's guidelines and procedures and refers any difficult problems or concerns to the Administrators.

## *Duties and Responsibilities*

- To bring to students' attention unacceptable behaviour and direct correction, as per establish school guidelines.
- To maintain a high visibility among students in order to discourage infractions of school rules and expectations.
- To direct misbehaving students to the office, when necessary, as per established school guidelines.
- To comfort and assist injured students by providing basic first aid (if trained) or by summoning appropriate assistance.
- To provide information to teachers on incidents as per established school guidelines.

## *Qualification and Experience*

- A stable personality with a liking for, and interest in students and their well-being.
- An ability to work in a positive pro-active manner as part of a team to develop and maintain cooperative relationships.
- An ability to work within the standards for student behaviour as established in the school's code of conduct, and to exercise patience and firmness as required.
- Good physical health in order to spend time out-of-doors in all types of weather.

## *Daily Procedure*

1. Arrival at School – Supervisors are required to arrive for work by 11:50 am during regular school days. This allows time for meeting and communicating as a team. The shift ends at 12:45 pm, unless notified of change.
2. Supervision Areas – Areas of supervision include the gymnasium, Forum, Multi-purpose area, hallways, washrooms, designated classrooms, outside areas bound by the school fence
3. Response Expectations – Supervisors will display a positive controlled manner when interacting with staff and students. They will avoid engaging in power struggles with students; rather they will use choice statements to encourage students in appropriate behaviours.
4. Shift End – Ensure all equipment is returned to designated areas and follow up on any incidents with designated administrator.

### *Payroll Guidelines*

Steps to follow:

1. Complete Noon-Hour Supervisor time sheet indicating name of school, pay period, your name, SD 23 payroll number, hours assigned and worked (both daily and total).
2. Put completed form in red "Timesheet" folder in the head secretaries' mailbox (adjacent to her door).
3. The principal will sign your sheets and the school will forward them to payroll
4. Your pay will be deposited into the bank account you have designated on the second Friday following the end of the pay period.

### *Student Supervisors Reporting Absence from Work*

1. Staff are required to report absence from the school on all occasions, whether due to illness or other reasons.
2. Contact the Vice Principal in charge of supervisors to record your absence and arrange for coverage. In instances of short notification, contact using provided cell number.
3. Refer to the appropriate sections of your collective agreement that deal with leaves from your position.
4. Please review the following information on reporting absence from duty:
  - Contact the school (**250.712.7040**) to inform them of your absence and any arrangements you have been able to make.
  - If your absence will be long term or over a consistent schedule, please meet with the administrator in charge of supervisors to make arrangements. An attempt will be made to cover your absence with the same spare.