

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

**TITLE:** SUPERVISION ASSISTANT

**QUALIFICATIONS:**

1. Completion of Grade 11 plus additional vocational program of up to one year, or Grade 12 graduation or equivalent.
2. Patience with, and care for, students and a demonstrated aptitude for the work to be performed.
3. An ability to work well with other adults.
4. A desire to help children.
5. Self-assurance and a well modulated voice with the ability to speak fluently and communicate well.
6. Appreciation of the confidential nature of all information relating to students, parents and teachers.
7. Holder of a valid Occupational First Aid – Level One Certificate.

**RESPONSIBLE TO:** Administrative Officer

**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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Page 2

EVALUATION

DATE: April 30, 2009

JOB TITLE: SUPERVISION ASSISTANT

Factor	Degree	Points	Substantiating Data
1. Knowledge	1	15	Completion of Grade 11 plus an additional vocational program of up to one year, or Grade 12 equivalent.
2. Experience	1	15	Up to and including one month.
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		222	

APPROVED

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

On behalf of School District No. 62 (Sooke)

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

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