

School District No. 53 (Okanagan Similkameen)
Job Description

JOB TITLE: **STUDENT SUPERVISOR**

JOB NO: 101

RESPONSIBLE TO: Principal or Designate

JOB SUMMARY: Under the supervision of the principal or designate, the student supervisor monitors student activities/behaviour to ensure student safety.

ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:

1. monitor students and identify issues of concern (such as safety and conduct) and, depending on severity, either resolve or report to principal;
2. assist in minor first aid care;
3. keep current by participating in job-related training and staff development;
4. communicate positively and effectively, and interact as a collaborative and consultative team member;
5. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
6. maintain confidentiality; and
7. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 10;
2. six months experience working with children in a structured program or school setting;
3. demonstrated ability to support upset students and recognize when to step into a situation;
4. demonstrated ability to work as part of a team;
5. effective communication skills in verbal, written and electronic format;
6. strong problem-solving and organizational skills; and
7. physical ability to perform all aspects of the position.

Rev July 2, 2010

Note: Clear criminal record checks are required prior to employment with the district.