

**School District No. 53 (Okanagan Similkameen)**  
**Job Description**

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**JOB TITLE:**                    **STUDENT SUPERVISOR (DETENTION/SUSPENSION)**

**JOB NUMBER:**                117

**RESPONSIBLE TO:**        Principal or Designate

**JOB SUMMARY:**            Under the supervision of the principal or designate, the student supervisor (detention/suspension) monitors students who are in a detention or an in-school suspension situations.

**ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:**

1. supervise students, identify issues of concern and, depending on severity, either resolve or report to principal;
2. distribute and collect student work;
3. maintain associated records;
4. keep current by participating in job-related training and staff development;
5. communicate positively and effectively, and interact as a collaborative and consultative team member;
6. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
7. maintain confidentiality; and
8. other duties as assigned.

**REQUIRED QUALIFICATIONS:**

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

Rev July 2, 2010

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