



Okanagan Similkameen School District No. 53 Job Description

JOB TITLE: STUDENT SUPERVISOR (SOSS)

JOB NUMBER: 117

RESPONSIBLE TO: Principal or Designate

JOB SUMMARY: Under the supervision of the principal or designate, the student supervisor monitors students in the supervision room.

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. participate 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. three months' experience working with children in a structured program or school setting;
2. ability to take direction from supervisor(s) and work as part of a team;
3. effective communication skills in verbal, written and electronic format;
4. strong problem-solving and organizational skills; and
5. physical ability to perform all aspects of the position.

Rev July 22, 2020

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