

Okanagan Similkameen School District No. 53

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.

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. participate 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. six months' experience working with children in a structured program or school setting;
2. demonstrated ability to support students and recognize when to step into a situation;
3. ability to take direction from supervisor(s) and 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.