



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #S-01

SUPERVISION ASSISTANT I

Location: All

SUMMARY:

Under the direction, supervision and evaluation of the Administrative Officer(s), provides general supervision to students and encourages safe play and positive interaction during designated periods.

DUTIES:

- Supervises students on the playground, in classrooms and during loading and unloading of buses.
- Ensures established school and playground rules are followed and upheld by students.
- Helps students resolve conflicts in a positive manner.
- Documents incidents, accidents and behaviour problems and reports them to classroom teacher(s) and Administrative Officer(s).
- Administers minor first aid to students as necessary.
- Signs playground equipment in and out.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains awareness of student medical alerts.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 education, or the equivalent, or significant related work experience
- Basic first aid training course

Qualifications Continued:

- Conflict Resolution training desirable

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

[Signature]
Secretary-Treasurer

FEB - 7 1994
Date

On behalf of:
C.U.P.E. Local 801

[Signature]
President

February 2/94
Date