



Student Supervisor

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OVERVIEW

Reporting to the Principal or designate, the Student Supervisor ensures the safety and wellbeing of students, typically during non-class time, while arriving, leaving or on school property. Supervisors work in all weather during the school year.

POSITION DESCRIPTION STUDENT SUPERVISOR

SPVN - 1

Supervises students during non-curricular periods such as before and after hours of school instruction, recess and lunch periods.

SPVN - 2

Supervises and provides direction according to the school philosophy and rules.

SPVN - 3

Observes assigned area and activities continuously, paying special attention to potential problem areas.

SPVN - 4

Seeks administrative advice if applied consequences are unsuccessful.

SPVN - 5

Anticipates potential injuries and takes the initiative to intervene and discourage activities such as rough play, excessive arguing or unusually large or boisterous gatherings.

SPVN - 6

Investigates and applies consequences for minor infractions or makes recommendations for major infractions in ways consistent with the school's disciplinary philosophy and practice.

SPVN - 7

Communicates all major infractions to the teacher and/or school administrator for follow-up action(s).

SPVN - 8

Establishes positive rapport with students.

SPVN - 9

Performs duties in compliance with safety regulations.

SPVN - 10

Performs other assigned comparable or transient duties which are within the area of knowledge and skills in this job description.

**QUALIFICATIONS FORM
STUDENT SUPERVISOR**

EDUCATION	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Grade 10 or equivalent and,</p> <p>Current First Aid, C.P.R.</p> <p><i>OTHER RELATED COURSES</i></p> <p>Willingness to enroll in conflict resolution and/or Non-violent Crisis Intervention Training</p>
EXPERIENCE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>No direct experience is required</p>
KNOWLEDGE	<p><i>JOB SPECIFIC REQUIREMENTS</i></p> <p>Basic knowledge of conflict resolution methods</p> <p>Basic knowledge of inclusion and integration principles</p>
SKILLS AND ABILITIES	<p><i>INTERPERSONAL REQUIREMENTS</i></p> <p>Tact/Courtesy in explaining and/or exchanging data or information</p> <p>Patience</p> <p>Confidentiality</p>

	<p>Flexibility</p> <p>Ability to work with minimal supervision</p> <p>Ability to relate to students, staff and the public</p> <p>Ability to work collegially in a team/school setting</p> <p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Ability to supervise students</p> <p>Ability to apply conflict resolution skills</p> <p>Ability to read, write and use appropriate equipment</p> <p>Ability to deal with requests, complaints or clarification of information</p> <p>Ability to give advice, guidance, instructions and directions</p> <p>Ability to ensure accuracy and reliability of data and/or quality of assignments</p> <p>Ability to document and summarize information</p> <p>Ability to apply methods, procedures and policies</p>
<p>WORKING CONDITIONS</p>	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Able to perform related physical and mental activities</p> <p>Able to lift up to 18 kgs. (40 lbs.) and operate related equipment</p> <p>Able to work in a highly active physical environment (the role may include supervision in the gym)</p>

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