



2023/2024 CUPE Posting #9B

Fax # (250) 949-8792

"Bringing Learning to Life!"

January 22, 2024

TO CUPE LOCAL 401

Employees are hereby advised that the following **REGULAR** position is available.

Posted until filled or June 28, 2024 whichever comes first.

2 vacant positions

NOON HOUR SUPERVISOR II

Pay Rate	: \$25.27 per hour
Location	: North Island Secondary School
Hours of Work	: 4.5 hours per week, while school is in session
Start Date	: ASAP
Reporting To	: Jen Turner, Principal, North Island Secondary School

MAJOR DUTIES AND QUALIFICATIONS - See attached job description

Please mail all applications to: Secretary Treasurer, School District No.85 (Vancouver Island North)
P.O. Box 90, Port Hardy, BC VON 2P0 or email to mjones@sd85.bc.ca

Please include a completed CUPE application, resume, transcripts and certificates.

[CUPE-Application-Form-fillable.pdf \(sd85.bc.ca\)](#)

cc: CUPE Payroll
CUPE Local 401
All Schools
Port McNeill Maintenance
Transportation
School District Administration Office

**SCHOOL DISTRICT NO. 85
(Vancouver Island North)**

CLASSIFICATION DESCRIPTION

NOON HOUR SUPERVISOR II

DEPARTMENT: School

JOB SCOPE

Reports to the principal.
Supervises students during lunch break.
Works without close supervision.
Performs duties of a confidential nature.

MAJOR DUTIES AND RESPONSIBILITIES

Supervises designated areas during lunch hour, according to established procedures.
Keeps a record of incidents as required.
Ensures students do not leave school property without permission.
Reports injuries and behavioral problems to the principal or designate.
Performs other duties necessarily incidental to those assigned above.

QUALIFICATIONS AND EXPERIENCE

Secondary school graduation (with Dogwood Certificate or equivalent) preferably supplemented by specialized courses applicable to work situation (e.g. CPI).
Ability to maintain good working relationships with school staff and students.
Good interpersonal and communication skills.
Ability to understand and effectively carry out oral and written instructions.
Ability to work outdoors in adverse weather.
Valid Level 1 first aid certificate or equivalent.
Related experience preferred.

Revised Sep. 1994
Reviewed Jun. 2000
Reviewed Apr. 2007
Reviewed Jun. 2010
Revised Jun. 2015
Revised Mar. 2019