

TITLE: SUPERVISION AIDE
SECTION: As Appointed
REPORTS TO: Principal

#112

SUMMARY

Under the close supervision of the Principal or designate, assists with the supervision of students during professional staff absences as directed.

DUTIES

1. Provides general supervision of students in the temporary absence of professional staff as directed.
 2. Liaises with school staff, observes and reports as required.
 3. Performs other school based duties, such as folding, stapling, gluing and copying, on an intermittent, unscheduled basis.
 4. May, on occasion, be required to perform other related duties as assigned.
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QUALIFICATIONS

- Grade 10 education or the equivalent.
- Minimum six months related experience.
- Demonstrated ability to establish and maintain respect for and from students.
- Excellent interpersonal and communication skills.