Position: Noon Hour Supervisor

Job Summary: The Noon Hour Supervisor is responsible for overseeing and ensuring the safety and well-being of students during lunch periods and recess. This position involves supervising students in designated areas, including the cafeteria, playground, and indoor common spaces, to maintain a safe, orderly, and positive environment. The Noon Hour Supervisor is key in promoting respectful interactions and supporting school policies and behavior expectations during unstructured times.

Qualifications/Minimum Requirements:

1. High school diploma or equivalent required.
2. Demonstrate a supportive, patient, and encouraging demeanor when interacting with students.
3. Capable of performing outdoor duties in various weather conditions, including supervising playground activities and assisting in different areas.
4. Able to manage groups of students calmly and assertively, utilizing tact and respect in all interactions.
5. Friendly, approachable, and able to build positive relationships with students and staff, fostering a welcoming and safe environment.
6. Reliable and punctual, committed to being consistently present and engaged during assigned hours.
7. Willingness to participate in basic first-aid training provided by the school nurse, with the ability to respond to minor injuries or incidents confidently.

Reports to: Building Principal or Assistant Principal (where applicable)

Responsibilities:

- Supervise students during lunch periods, including ensuring appropriate behavior, assisting with seating arrangements, and monitoring activities in the cafeteria.
- Manage student behavior during recess by promoting safe play, mediating conflicts, and encouraging inclusive activities.
- Implement school rules and behavior guidelines consistently, modeling respectful and positive interactions.
- Assist students as needed, including helping with lunch items, managing spills, and handling minor injuries or incidents.
- Communicate with school staff regarding any behavioral or safety concerns that arise during lunch or recess.
- Maintain a clean and organized environment in lunch and recess areas, reporting any maintenance or safety issues to school administration.
- Safely monitor external safety concerns & report to Admin/Security
- Use spatial awareness and cover various areas of playgrounds/cafeteria (spread out)
- Other duties as assigned by supervisors.

Terms of Employment*:* 2.0 hours per day 169 days/school year.