



EMPLOYMENT OPPORTUNITY

Student Supervisor

Bank of Candidates (5 to 10 hours per week)

A great place to LEARN, WORK and GROW

Posting: SEPB-UB2324.035

Closing Date: June 30, 2024

Place of Work:	Various Schools: Laval, Laurentides, Lanaudière
Status of Position:	Part-Time/Seasonal
Salary Scale:	\$22.18 to \$24.13 hourly rate
Schedule:	Monday to Friday: varied schedules
Immediate Superior:	The School Principal

NATURE OF THE WORK

As Student Supervisor you will be responsible for ensuring that students adhere to the school policy on discipline and safety, mainly during the lunch hour. In addition, you will be required to:

- Supervise students in the school and its buildings to ensure that rules are observed and that students are safe; make rounds, give warnings, observe and report any abnormal situations to the persons designated;
- Greet and direct students and visitors; explain regulations; if necessary, give advice concerning the drawing up and evaluation of regulations;
- Perform supervision duties in the cafeteria and help students, who so require, to eat;
- Maintain a safe environment, particularly in stopping fights and other acts of aggression; where applicable, assist the school administration concerned when conducting locker or student searches; notify the police and work with the latter; may be called upon to act as a witness in court; participate in preparing accident and theft reports, and administer first aid;
- Participate in monitoring absences, collect the student absence lists or sheets, may be required to enter this data in the computer and carry out the compilations requested.

REQUIREMENTS AND QUALIFICATIONS

- Hold a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have one (1) year of pertinent experience in those areas requiring self-discipline, general concepts in psychology and human relations skills.
- Hold a certificate dated no more than three (3) years attesting to the successful completion of:
 1. a standard first-aid course of a minimum eight (8)-hour duration;
 2. a refresher course of a minimum six (6)-hour duration updating the skills acquired in the course mentioned in subparagraph.

To view the job description as outlined in the classification plan, <https://cpn.gouv.qc.ca>.

If this position interests you, please send your resume to: hrsecretary@swlauriersb.qc.ca. Please indicate the posting number in your application.

