

## **HOLY TRINITY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 22**

**POSITION TITLE:**            Noon Supervisor

**Reports to:**                Directly:        Principal

**General Description:**

The noon supervisor shares the responsibility to foster Catholic Christian Gospel values, in particular, hospitality service, community, and love.

**Duties and Responsibilities:**

The noon supervisor, under the direction and supervision of the principal, shares the responsibility to foster Catholic Christian gospel values, in particular, hospitality, service, community, and love. His/her responsibilities to the principal encompass the supervision and care of students during the noon hour recess and for the day to day performance of his/her duties.

The person is expected to maintain good working relations with the staff. The noon supervisor is a member of a "team" to ensure the safety and over all well being of students over the noon recess period.

Within this general context and without in any way restricting the generality of the foregoing, the noon supervisor shall:

1.        supervise the behavior of students the lunch areas and on the school grounds during the noon recess,
2.        familiarize themselves with the regulations of student conduct used in the school division
3.        report persistent misbehaviors to the school - based administration
4.        ensure that students are responsible for leaving the lunch areas in a clear and tidy state
5.        promote and use proactive and preventative behavior management strategies with all students
6.        respect and foster the confidentiality of the workplace
7.        perform other duties relevant to the position as assigned by the school-based administration
8.        maintain regular and punctual attendance