

# SUPERVISION ASSISTANT

**Division: 5 (Education Assistant)**

**Reports to: Principal**

## **Job Summary**

With minimal direction, the Supervision Assistant monitors student behaviour and provides assistance to students during non-instructional time. He/she works cooperatively with other employees and students.

## **Duties and Responsibilities**

- Monitors student behaviour inside the school and on the grounds, and ensures students are in assigned areas.
- Administers First Aid to students.
- Administers student medication as directed by the Principal.
- Reports safety and discipline concerns to principal or designate.
- Promotes and fosters cooperative relationships.
- Distributes activity materials and equipment.
- Performs other student supervision related or emergent duties.

## **Equipment Used**

First aid kit.

## **Required Knowledge, Ability, Skills**

- Completion of Grade 10 or equivalent.
- Over six months' experience working with children.
- A valid Safety Oriented First Aid Certificate.
- Ability to extend and model patience, care, tolerance and understanding.
- Ability to communicate effectively, both orally and in writing.
- Ability to perform individually and as part of a team.
- Ability to use tact, diplomacy and human relations skills for frequent contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading or securing the co-operation of others when dealing with the public, parents, staff and students.
- Ability to work with special needs students.

July 1, 1994

Revised: April 29, 2014

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