

1.2.12 STUDENT SUPERVISOR

Nature of the work

The principal and customary work of an employee in this class of employment consists in ensuring that students adhere to the school policy on discipline.

Characteristic functions

The employee in this class of employment supervises students in the school and its buildings to ensure that rules are observed and that students are safe; he or she makes rounds, gives warnings, observes and reports any abnormal situations to the persons designated; greets and directs students and visitors; explains regulations; if necessary, gives his or her advice concerning the drawing up and evaluation of regulations; may supervise students during exams, in detention or isolation rooms or in the classroom, when the teacher is absent for a short period; supervises students during the arrival and departure of school buses as well as on the school bus.

In addition to supervision duties in the cafeteria, he or she helps students, who so require, to eat. He or she may help certain students dress, undress and, where applicable, move around.

In conjunction with teachers and the student services staff, he or she participates in carrying out and supervising student activities. He or she makes sure that the necessary material and accessories are available for certain activities.

Within his or her competence and according to the school policy, the employee maintains a safe environment, particularly in stopping fights and other acts of aggression; where applicable, assists the school administration concerned when conducting locker or student searches; notifies the police and works with the latter; may be called upon to act as a witness in court; participates in preparing accident and theft reports and administers first aid.

He or she locks and unlocks rooms and gates; assigns lockers and locks; ensures return of locks; helps students who have lost keys or other articles.

He or she views the videocassettes used for night surveillance and notifies the administration of any abnormal situation observed; prepares the videotape recorder for the next recording.

He or she participates in monitoring absences; collects the student absence lists or sheets, may be required to enter this data in the computer and carry out the compilations requested; issues and compiles late slips and so informs the administration according to the procedure established; calls parents to inquire why their child is absent.

He or she may be required to use a computer and the necessary software to perform his or her duties.

If need be, he or she performs any other related duty.

Required qualifications

Schooling and experience

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.

Other requirements

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 1.