

Lunch Hour Supervisor

Holy Spirit Catholic School is an elementary school in Sherwood Park, serving approximately 300 students in Pre-Kindergarten to Grade 4. The school is located at 151 Crimson Drive, Sherwood Park, AB. Holy Spirit Catholic School is recruiting Lunch Hour Supervisors (1 hour per day).

Lunch Hour Supervisors main responsibility is to provide supervision to children during the lunch hour under the direction of the Principal/Assistant Principal/designate.

- Commencing August 31, 2023
- Ending June 26, 2024
- Schedule will be one (1) hour each day, up to five (5) hours per week, Monday to Friday
- \$20/hour
- Being available on short notice would be an asset

Supervision Duties/Responsibilities During Eating Time:

- Greet students in classrooms when lunch hour starts
- Watch students in different classrooms while they eat
- Help monitor behaviour and encourage positive interaction between students
- Encourage students to follow classroom lunch rules and handle minor infractions
- Make sure students dispose of garbage in receptacles

Supervision Duties/Responsibilities During Recess:

- Ensure that all students have gone outside within a reasonable time
- Supervise and ensure student safety within an assigned area outside
- Deal with minor behaviour problems and refer serious behaviour problems to the principal or assistant principal
- Prepared to work outside in all weather conditions

Education and Experience :

- Training will be provided
- Criminal Record Check
- Child Intervention Check
- First Aid is an asset
- Experience working in or volunteering in a school setting is an asset
- Excellent interpersonal skills
- Enjoy working with students
- The ability to take direction and work independently

To apply or for more information, please contact Aoife Cahill, 780-416-9526 or aoifec@eics.ab.ca. Holy Spirit Catholic School appreciates and considers all applications; however, we only contact candidates who are selected for interviews.

Updated June 12, 2023