

SCHOOL DISTRICT NO. 63  
(SAANICH)

**JOB DESCRIPTION**

**CLASSIFICATION**

School Support Worker

**POSITION**

Student Monitor – Secondary Level

**SUMMARY**

Under limited supervision of a teacher or School Administrator, monitors student behaviour during daily arrival, class changes, dismissal and in lunchroom, activity areas and neighbouring properties.

**DUTIES**

- Monitors student behaviour, using restitution practices when appropriate
- Supervises the student parking lot and maintains the parking permit list
- Maintains communication with Administrators and office staff
- Administers emergency first aid and dispenses authorized medication to students
- Delivers messages and distributes materials to classrooms
- Arranges for students to come to the office
- Moves students along when warning bells ring from hallway and parking lot to classes
- Assists with *Litter Gitters* schedule for school grounds and facility cleanup
- Assists in the safe evacuation of the facility as needed
- Assists with security of the facility by locking change rooms and empty classrooms
- Assists with locker distribution and the maintenance of the locker list
- Changes and maintains school sign information

*\* Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

**QUALIFICATIONS**

- Grade 12
- One year related experience
- Demonstrated ability to relate positively with adolescents and staff in a school environment
- Strong multitasking skills and ability to work under pressure
- Level One First Aid and CPR certificate

*\* Or an equivalent combination of training and experience.*

**DESIRABLE SKILLS**

- Effective communication skills
- Restitution training
- Conflict Resolution and Non-Violent Crisis Intervention training

**DATE**

May 2007