

**SCHOOL DISTRICT #42  
Maple Ridge - Pitt Meadows**

**JOB DESCRIPTION**

**JOB TITLE:** Lunch Hour Supervisor

**DATE:** March 2013  
**REVIEWED:** September 2018

**PAY GRADE:**

**LOCATION:** Elementary and  
Secondary Schools

**SUMMARY:** Patrols school and grounds and supervises students during lunch hour, having awareness of conduct guidelines and student safety plans.

**DUTIES:**

1. Patrols school and grounds during lunch hour to assure a safe and disciplined environment.
2. Comforts and assists students who have injured themselves and/or are in emotional distress by providing, or calling for, appropriate assistance.
3. Brings unacceptable behavior to students' attention and directs correction. Refers major incidents to Principal and/or designate for corrective action. Such behavior may include running in hallways, littering, fighting, swearing, horseplay, smoking, vandalism, etc.
4. Monitors games and ensures appropriate use of playground equipment.
5. Files reports of student incidents and/or maintains an incident log where minor routine situations have been handled.
6. Performs other assigned comparable duties which are within the scope of knowledge, skills and ability required by this position.

**REQUIRED KNOWLEDGE, ABILITY AND SKILLS**

1. Successful completion of Grade 10 or an equivalent combination of education and experience.
2. Must enjoy working with children and teenagers and be able to monitor them in a respectful and direct manner. Previous experience working with children and teenagers.
3. Demonstrated ability to communicate effectively with staff, students, parents and visitors and to function harmoniously in a school environment.

**JOINT COMMITTEE MEMBER'S SIGNATURES:**

	
	