

# JOB POSTING



St. Clair Catholic  
District School Board



Catholic  
Education  
Future  
Ready



## Hiring the Position of Adult Supervisor

Position:	<b>Adult Supervisor</b>
Posting #:	<b>NT-2022-017</b>
Date Posted:	<b>January 25, 2022</b>
Closing Date:	<b>January 31, 2022, 4:00 p.m.</b>
Employment Status:	<b>Casual/Call-in</b>
Work Hours Schedule:	<b>Casual/Call-in (1 hour per day; schedule to be determined by school Principal on an as needed basis)</b>
Location:	<b>St. Anne, Sarnia</b>
Hourly Rate:	<b>\$15.00 per hour</b>
Start Date:	<b>Immediate</b>

### If Interested

Send resume quoting posting number **(NT-2022-017)** in cover letter.  
Send by email to [apply@st-clair.net](mailto:apply@st-clair.net) or contact the School Principal directly.

### Responsibilities

Under the general supervision of the School Principal, the individual will:

- Ensure student safety by supervising students and reinforcing appropriate student behaviour and the school code of conduct throughout the school day.
- Contribute to general student welfare by providing the appropriate level of intervention with visitors, guests, and unwelcome persons.
- Report unsafe conditions indoors or out, involving persons or property.
- Work within the policies and procedures of the School Board.
- Follow emergency procedures and safety protocols.
- Assume any other duties as assigned by the Principal or designate.

### Qualifications and Skills

- Secondary School Graduation Diploma.
- Related experience and training within a school setting is considered an asset.
- Excellent communication and interpersonal skills (dealing in a courteous manner with staff and students).
- Ability to demonstrate tact, flexibility and patience as well as ability to maintain confidentiality.
- Possess the ability to de-escalate situations and maintain a calm, non-confrontational demeanour.

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## Accommodation

The St. Clair Catholic District School Board is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process; see Accessibility Standards for Customer Service Policy (<http://www.st-clair.net/policies.aspx>). Please advise the Human Resource Services Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.

## Thank You

We thank all applicants for their interest; however, only those selected for an interview will be contacted. The successful candidate will be required to provide a satisfactory Criminal Background Check as a condition of employment.

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**Director of Education**  
Scott Johnson

**Chair of the Board**  
John Van Heck

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