



## Hiring the Position of Student Supervision Officer

Position:	Student Supervision Officer
Posting #:	NT-2023-039
Date Posted:	March 23, 2023
Closing Date:	March 29, 2023, 4:00 p.m.
Employment Status:	Temporary and Casual, Call-in Positions
Work Hours Schedule:	Temporary Part-Time: Up to 5 hours per day Casual, Call-in: schedule determined by Principal as needed
Location:	Ursuline College Chatham Catholic Secondary School
Salary Range:	\$17.50 per hour
Start Date:	Immediately
End Date:	June 29, 2023 (Temporary Contract)

### If Interested

Send resume quoting posting number (NT-2023-039) in cover letter.  
Send by email to [apply@sccdsb.net](mailto:apply@sccdsb.net)

### Responsibilities

Reporting to the School Principal, the Student Supervision Officer will:

- Ensure student safety by supervising students and reinforcing appropriate student behaviour and the school code of conduct throughout the school day.
- Supervise both indoors (halls, cafeterias, washrooms, etc.) and outdoors (parking lot, portable areas, entrances and exits, etc.).
- 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.



- 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.
- Proven ability and experience working collaboratively as a member of a team.
- Excellent observation and critical thinking skills.
- Ability to plan and deliver differentiated instruction.
- Proven ability to work effectively under stressful and emergency situations.

## 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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