



**School District #54 (Bulkley Valley)  
JOB DESCRIPTION**

**NOON HOUR SUPERVISOR  
MORNING SUPERVISOR  
BUS SUPERVISOR**

**Summary**

Under the direct supervision and direction of the Principal or Vice-Principal, the Student Monitor supervises students in assigned areas inside and outside the school. Supervision is highly visible and ensures students' safety, well-being and conformance to the school's standards of acceptable behaviour.

**Typical Duties and Responsibilities**

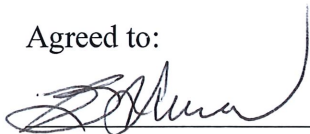
- Supervises students during non-instructional time in assigned areas of the school building and grounds.
- Reminds students as needed of acceptable behaviours and directs correction. Such behaviours include running in hallways, littering, fighting, swearing, horseplay, smoking and vandalism.
- Maintains high visibility among students.
- Directs misbehaving students to an administrator.
- Assists children who have injured themselves by providing basic first aid or requesting appropriate assistance.
- Provides information to administrator on incidents accidents. Completes incident reports on more serious infractions.
- Identifies strangers on or around school grounds and directs them appropriately.

**Typical Qualifications and Skills**

- Grade 12.
- Three months experience working with children.
- Basic First Aid (Level 1).

**N.B.** This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.


Agreed to:

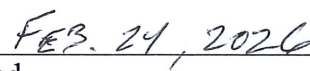
  
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CUPE Job Description Committee

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Secretary Treasurer

  
Dated

REVIEWED FEBRUARY 2026