

November 27, 2017

VACANCY NOTICE
Supply On-call Noon Hour Supervisor-CUPE 4400

Bloorview School Authority is seeking supply Noon Hour Supervisors to do occasional replacement assignments.

Reporting to the Principal, the Noon Hour Supervisor will supervise students during lunch and Daily Physical Education (DPA) periods and assist in the maintenance of a safe environment for students and staff at all times.

SUMMARY OF DUTIES:

- Provide supervision and assistance to students in the noon program in a variety of school environments both indoors and outdoors
- Assist students with feeding, lifting, movement, toileting, washing, diapering and transitions (with appropriate training)
- Prepare the lunchroom for students, including set up of tables and chairs
- Reinforce lunchroom routines, table manners, cutlery use, self-feeding and food safety practices
- Monitor students for proper chewing/swallowing to prevent choking
- Assist in the clean up of the lunch area
- Supervise and assist students in personal hygiene, washing and dressing
- Attend meetings, training, professional learning sessions (e.g. first aid, emergency procedures and behaviour management, etc.)
- Supervise and monitor and assist students within a variety of school environments
- Other related duties as assigned

SKILLS & QUALIFICATIONS:

- Completion of Grade 12 and previous experience working with students with special needs or an equivalent combination of education and experience
- Knowledge of adaptive equipment (e.g. wheelchair operation, walkers)
- Ability to communicate in a sensitive and courteous manner
- Ability to read and follow instructions from Principal and designates
- Ability to be responsible and reliable
- Ability to work as a team player
- Ability to work well with young children

HOURS: 2.25 hours per day between 11:15 a.m. – 1:30 p.m.

WORK YEAR: School Year (excluding school holidays). Please note this is on-call, as needed replacement work.

LOCATION: Bloorview School Authority
150 Kilgour Road
Toronto ON M4G 1R8

RATE OF PAY: \$20.15

All individuals working at Bloorview School must be vaccinated annually against influenza, or wear a mask during the Vaccination Required period (flu season).

Only those selected for an interview will be contacted. Please submit your letter of application, resume and supervisory references by December 6, 2017 to:

**Stella Dizes, Human Resources Administrative Liaison
Bloorview School Authority
sdizes@hollandbloorview.ca
150 Kilgour Road
Toronto, ON M4G 1R8
Phone: (416) 422-7042 Fax: (416) 753-6094**

Bloorview School Authority is an equal opportunity employer committed to promoting an environment of diversity, inclusiveness and accessibility. Should an applicant require accommodation during any stage in the recruitment process, please contact Human Resources