

SUN VALLEY LUNCH BUNCH SUPERVISOR JOB DESCRIPTION

Sun Valley Lunch Bunch is a non-profit organization, run by a committee of volunteer parents, dedicated to providing our students with a safe, caring, respectful environment where parents/guardians may choose to have their children supervised over the lunch break.

Position Summary:

The Sun Valley School Lunch Bunch (SVLB) Supervisor acts as a representative of the Sun Valley School Lunch Bunch Committee (SVLBC) to provide for the safe supervision of all students enrolled in the Lunch Bunch during lunch break.

Qualifications:

- Have positive attitude and friendly personality
- Able to work with children and adults in a respectful and professional manner
- Available and willing to take part in Professional Development programs as required
- Work both independently and as part of a team

Successful applicants are required to complete a Child Abuse Registry Check and the RETSD Confidentiality Pledge.

Responsibilities:

Working under the direction of and reporting to the SVLBC, SVLB Coordinator, and Sun Valley School Administration, the Supervisor will:

- Be on site daily, during the lunch break (11:30 a.m. – 12:45 p.m.)
- Supervisors are required to notify the SVLB Coordinator by 10:30 a.m. if you are unable to your scheduled shift
- Implement SVLBC/Sun Valley School classroom, playground and behavioural policies and directives
- Maintain confidentiality as it pertains to all aspects of the Lunch Bunch
- Supervise lunch rooms during lunch period
- Take student attendance daily at the start of the lunch period
- Send students without lunch to the school office
- Encourage students to maintain a clean and orderly lunch area
- Monitor dietary restrictions and special needs/activities
- Supervise playground activity during lunchtime recess
- Communication to the office the nature and description of any accidents that have occurred and the first aid steps taken
- Assist students as necessary
- Attend Supervisor meetings as required
- Attend approved Professional Development workshop
- Prepare and deliver and/or oral incident reports to the SVLB Coordinator and/or the SVLBC as required
- Other related duties as assigned