



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Hall & School Yard Monitor (Two Positions)
Location:	Leaf Rapids Education Centre
Start Date:	As soon as possible
Hours/Days/Months:	6 hours/day, 5 days/week
Term of Employment:	Term to June 28, 2019
Salary:	\$13.00/hour to \$18.17/hour (Based on academic qualifications)
Unionized/Non-Unionized:	Non-Unionized
Application Deadline:	Monday, January 14, 2019

The Hall/School Yard Monitor, under the direction of the School Principal, provides support to administration and teachers to promote appropriate student behaviours, provide supervision for students, ensure classroom attendance and foster student responsibility.

QUALIFICATIONS

- Grade 12
- One year experience working with Kindergarten to Grade 12 students
- Knowledge of the local community and the ability to work effectively with the public
- Excellent interpersonal and customer relations skills
- Excellent verbal communication skills, including local language proficiency
- Ability to implement non-violent intervention strategies
- Ability to work collaboratively with administration, teachers, and students.
- Possess good working habits (punctuality and attendance)

DUTIES AND RESPONSIBILITIES

- Assists administration and teaching staff to ensure students are in class in a timely and orderly manner
- Patrols hallways and washrooms to ensure appropriate student behaviour
- Provides student supervision at breaks and lunch hour (some outside supervision required)
- Monitors school grounds during school hours to ensure students are in class
- Escorts students from classroom to the office
- Assists with emergency evacuations and fire drills
- Directs school visitors to school office
- Prepares and submits incident reports to school administration
- Performs other related duties as assigned.

Applications must include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

All applicants are thanked for their interest; however, only applicants selected for an interview will be contacted. By applying, you are consenting that the Division may contact your references.

The successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Search) and Child Abuse Registry Check, at their own expense, as a condition of employment. Further information is available at www.frontiersd.mb.ca

Forward application package to:
Mr. Daniel Currie, Principal
Leaf Rapids Education Centre
Box 670, Leaf Rapids, MB R0B 1W0
Fax: (204) 473-8632
Email: Daniel.Currie@fsdnet.ca

