



Dr. Hamilton



LUNCH PROGRAM

The Dr. Hamilton Lunch Program is a non-profit organization dedicated to providing our students with a safe, responsible respectful environment for parent/guardians who choose to have their children supervised over the lunch break.

Dr. Hamilton Lunch Program - Supervisor

2012 / 2013 School Year

Position Summary:

The Dr. Hamilton Lunch Program (DHLP) Supervisor acts as a representative of the Dr. Hamilton Lunch Program Committee (DHLPC) and provides for the safe supervision of all students enrolled in the Lunch Program during the lunch break.

Qualifications:

- Have a positive, non-judgmental attitude and a 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
- Able to work both independently and as part of a team

Successful applicants are required to complete a Child Abuse Registry Check, Criminal Record Check and sign the RETSD Pledge of Confidentiality.

Responsibilities:

Working under the direction of and reporting to the DHLPC, DHLP Coordinator, and Dr. Hamilton School Administration, the Supervisor will:

- Be on site daily, during the lunch break (12:00 am - 1:20 pm)
- Implement DHLPC/Dr. Hamilton School classroom, playground and behavioural policies and directives
- Maintain confidentiality as it pertains to all aspects of the Lunch Program
- Notify the Coordinator of an absence from work
- Record daily student attendance during the lunch break and ensure attendance records are up-to-date and accurate
- Supervise designated lunch areas during lunch break
- Supervise playground activity during lunchtime recess in all kinds of weather
- Assist students as necessary
- Attend Supervisor meetings as required
- Attend approved Professional Development workshops
- Prepare and deliver written and/or oral reports to the DHLPC; and/or the Dr. Hamilton School Administration; and/or at any related meetings concerning the program, as requested

Other related duties as assigned