

Emerson Lunch Program – Lunch Supervisor

The Emerson Lunch Program (ELP) is a non-profit organization dedicated to providing our students with a safe, caring and respectful environment where parents/guardians may choose to have their children supervised over the lunch break.

Position Summary

The Emerson Lunch Program (ELP) Supervisor acts as a representative of the Emerson Lunch Program Committee (ELPC) to provide for the safe supervision of all students enrolled in the Lunch Program during the lunch break.

Qualifications

- Have a positive attitude and a friendly approach
- Ability to work with children in a respectful and professional manner
- Ability to work with adults in a respectful and professional manner
- Ability to work both independently and part of a team

Emerson Lunch Program employees 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 ELP Coordinator, the Supervisor will:

- Be on site daily, during the lunch break (12:10 – 1:15pm)
- Implement ELPC/Emerson School classroom, playground and behavioural policies and directives
- Maintain confidentiality as it pertains to all aspects of the lunch program
- Record daily student attendance during the lunch break
- Supervise designated lunch areas during the lunch break
- Supervise playground activity during lunchtime recess
- Assist students as necessary
- Notify the coordinator of an absence from work (between 8:00 am and 9:00 am)
- Attend Supervisor meetings as required
- Attend approved Professional Development workshops as scheduled
- Related duties as assigned



Emerson School Expectations



Be Safe



Hands and feet to self



Move within your own space

Be Respectful



Use kind words



Be an active listener



Be helpful to others

Be Responsible



Make good choices



Be ready to learn



Own your actions and words