

# **JOHN PRITCHARD SCHOOL LUNCH SUPERVISION PROGRAM 2008 / 2009 School Year**

## **Position: Coordinator**

The John Pritchard School Lunch Supervision Program (JPSLSP) is dedicated to providing our students with a safe, caring and respectful school environment where parents/guardians may choose to have their children supervised over the lunch break.

### **Position Summary**

The JPSLSP **Coordinator** acts as a representative of the JPSLSP Committee and ensures the program's successful delivery.

### **Qualifications**

- Ability to work with children and adults in a sensitive and professional manner
- Available and willing to take part in professional development programs on a regular basis
- Able to work independently as well as part of a team
- Able to finish tasks in a timely fashion
- Computer proficiency in Microsoft Office (Word, Excel) an asset
- A positive attitude and friendly personality
- Strong organizational skills

***Successful applicants are required to complete a Child Abuse Registry Check and Criminal Record Check.***

### **Responsibilities**

Working under the direction of and reporting to the JPSLSP Committee and John Pritchard School Administration, and working with the JPSLSP Treasurer, the successful candidate will be responsible for:

- Being on site daily, during the lunch break (11:20 – 12:20 pm)
- Implementing John Pritchard School classroom, playground and behavioural policies and JPSLSP Committee requirements and policies
- Scheduling and supervising a team of lunch supervisors
- Scheduling and attending approved professional development workshops for lunch supervisors
- Acting as a substitute supervisor whenever needed
- Preparing and delivering written/oral reports to the JPSLSP Committee or at any related meetings concerning the program
- Maintaining student attendance and payment records
- Following up on delinquent accounts of students participating in the program
- Maintaining and operating within a budget set by the JPSLSP Committee
- Other related duties as assigned

Send your resumé to:

**John Pritchard School Lunch Supervision Program Committee  
1490 Henderson Hwy  
Winnipeg MB R2G 1N5  
Phone: 339-1984**

***All applications must be received as soon as possible.***

***Thank you for your interest but only those chosen for an interview will be contacted***