

## CAREER OPPORTUNITY: NOON HOUR SUPERVISOR

### ABOUT THE UPPER GRAND DISTRICT SCHOOL BOARD (UGDSB)

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The UGDSB employs a team of approximately 4,000 dedicated staff who serve more than 35,000 students attending a variety of programs across 65 elementary and 11 secondary schools as well as continuing education and adult learning centres in the counties of Dufferin, Wellington, and the City of Guelph. The UGDSB covers the ancestral and treaty lands of the Mississaugas of the Credit, the Six Nations of the Grand River, and Saugeen Ojibway Nation.

The UGDSB is committed to supporting student achievement and well-being through our team of dedicated staff and strong learning communities, always striving to meet the diverse needs of our students. Our employees are empowered to contribute in meaningful ways to the success of our students and the greater organization.

### THE OPPORTUNITY

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The UGDSB is seeking dynamic individuals to join our team in the capacity of **Noon Hour Supervisors** for these part-time, temporary positions. Under the direction of the Principal/Vice-Principal, the Noon Hour Supervisors support our students, ensuring a safe and secure environment at all times.

Work Locations:	Elementary Schools in all areas of the Upper Grand
Rate of Pay:	\$18.50 per hour, plus applicable vacation pay in accordance with the Employment Standards Act
Hours Per Week:	Approximately 5-10 hours per week during the school year or as an “on call” basis
Duties to commence/end:	September 5, 2023 to June 28, 2024, with possibility of extension

### Responsibilities

- Supervision of students in various classroom settings (indoor and outdoor) over the nutritional breaks.
- Ensure safety and security of students.
- Other duties as assigned by the Principal / Vice Principal.

### Experience and Qualifications

- Must be 18 years of age or older.
- Available during for two blocks during the day (nutrition breaks) or “on call” basis
- Prior experience (paid or volunteer) working with school aged children considered to be an asset.
- Ability to communicate in a sensitive, courteous manner
- Current First Aid and CPR certification is an asset.
- Ability to ensure the safety and security of students
- Willingness to work with students with different needs and capabilities
- Ability to work as a team player
- Proven record of attendance and punctuality
- Demonstrated commitment to working in a diverse school community and/or work environment
- Ability to maintain strict confidentiality and privacy of student information.

### APPLICATION DETAILS

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- Complete the application form (second link under the job posting)
- Provide a personal resume that is no longer than 2 pages in length (cover letter not required)
- Send completed application package (in PDF format) to [other.jobs@ugdsb.on.ca](mailto:other.jobs@ugdsb.on.ca), specifying ‘**Job Code 23OTH07**’ in the subject line.

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- While we thank all applicants for their interest in working for the UGDSB, we wish to advise that only those selected for an interview will be contacted.

Please note: An original Vulnerable Sector Check (VSC) must be provided prior to the commencement of employment (if the successful candidate is external). The VSC must be dated within 6 months of the start date of employment. For further information, refer to the UGDSB's [Criminal Record Check](#) requirements.

### INCLUSIVE RECRUITMENT & HIRING

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#### Employment Equity

The UGDSB is committed to disrupting systemic racism and oppression in all of its forms. We are committed to building a diverse staff that is reflective of and adds value to the community and students we serve. We actively encourage applications from members of groups who have historically and/or currently experience marginalization and/or barriers to equity, including, but not limited to:

- First Nations, Inuit, and Métis peoples, and all other Indigenous peoples
- Persons of marginalized sexual orientations, gender identities, and gender expressions
- Members of groups that commonly experience discrimination based on race, ancestry, ethnicity, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible disabilities

At UGDSB, we recognize that many of the identities listed above do not exist in a single form and are often intersecting, creating complex and unique experiences for applicants. We value the contributions that each person brings and are committed to creating and maintaining an environment where everyone can participate fully, thrive, and reach their full potential. Please visit [Safe, Equitable and Inclusive Schools](#) to find out more about equity, diversity and inclusion at the UGDSB.

#### Accommodation & Accessibility

We seek applicants with a wide range of abilities, and we provide an accessible candidate experience. If you require accommodation at any phase of the recruitment process, please contact [wellness@ugdsb.on.ca](mailto:wellness@ugdsb.on.ca).

24 July 2023