



Lakeland Catholic School Division
Christ Our Model. Children Our Focus.

Lakeland Catholic School Division

Invites applications for

Non-Certified Classroom Supervisors

for the 2022-23 school year

Lakeland Catholic Schools is seeking Non-Certificated Classroom Supervisors. The Supervisor needs to be flexible and able to work closely with others to supervise students and ensure a classroom environment conducive to learning.

This is a casual day-to-day assignment for one-day emergent situations. Individuals will be called by the school between 7:30 a.m. and 12:00 p.m. to supervise in a classroom for a half or a full day. The rate of pay is \$121 per day or \$60.50 per half day.

Successful candidates must be prepared to attend a training session held at the Lakeland Catholic Central Office, located in Bonnyville, AB prior to beginning work in classrooms.

Qualifications:

Preference will be given to those with a combination of education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

Duties:

- Report to the school office on arrival and before leaving at the end of the day
- Record student attendance in accordance with school procedures and submit to the school administrative assistant
- Complete morning, noon-hour, and after school supervision assigned to the teacher that day
- Present the lesson prepared by the classroom teacher. Non-certificated Classroom Supervisors do not assess or plan lessons
- Leave a written statement of work done
- Seek assistance/advice from the School Administrator(s) before taking major disciplinary action
- Perform other duties as assigned by the Principal or designate

To Apply:

Email your cover letter and resume complete with references attention to
Chantel Axani, Deputy Superintendent- Human Resources
acroteau@lrcssd.ca

*We thank all applicants for their interest. Only those chosen for interview will be contacted.
Please be advised that a current criminal record check including vulnerable sector check MUST be presented as a condition of employment. We, as an employer, reserve the right to check internal and external references prior to interviews.*