Supervision Assistant – Casual
Northwest Elementary Campus

Located in Calgary, Foundations for the Future Charter Academy (FFCA) is the largest public charter school in Alberta, serving over 4300 students in eight campuses throughout the city. We offer educational programming emphasizing character and leadership development through a distinctive teaching and learning framework emphasizing direct instruction that has been refined within the Alberta context for students from Kindergarten to Grade 12. Our mission is to provide a safe and caring environment where the academic excellence, character development, parental involvement and staff leadership are valued and fostered.

Position Summary

A Supervision Assistant (formerly referred to as noon hour assistant) is required for a part-time/casual position at our Northwest Elementary campus beginning immediately. This position will work 3 hours per day on school days from 10:20am – 1:50pm.

Reporting to the Principal Educator, the Supervision Assistant supervises the students during recess breaks outside on the playground or inside if weather prohibits being outside. Also helps provide a clean, safe and caring environment.

Responsibilities

To include but not limited to:

1. Student Supervision
   a. Providing supervision to students outside on the playground and field
   b. Ensuring the designated area is left tidy by the students
   c. Addressing student behavioural issues in accordance with school discipline policy
   d. Recording and reporting of unsafe student behaviour or facilities/equipment
   e. Recording and reporting of accidents and/or incidents
   f. Completing any necessary sanitization of equipment

2. Other related duties as assigned

Qualifications

- High School Diploma or equivalent preferred

- A positive, enthusiastic attitude
- A supportive and caring manner with children
- Strong interpersonal skills
- Enjoyment of being outdoors in all types of weather is essential
- Emergency First Aid required

Closing date for applications: This position will remain open until a suitable candidate is found.

Application Details:

Interested candidates are asked to e-mail a cover letter, resume and 2 references to chloe.graveline@ffca-calgary.com.

While all applicants are thanked for their interest, only those selected for the interview process will be contacted.