



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO



Human Resources Department

Box 2222, 2755 Highway 43, Kemptville, Ontario K0G 1J0
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GUIDELINES

FOR

SCHOOL AND YARD SUPERVISORS

- All interested candidates should forward a letter of application to the Human Resources Department as outlined on the posting.
- A criminal background check must be submitted prior to any offer of employment.
- Supervisors will be paid at the rate of \$15.00 per hour plus vacation pay.
- Supervisors shall arrive at least 5 minutes before the commencement of their assigned duty and should sign-in at the school office so their timesheet can be verified. They should sign-out upon completion of their duty. A two-week timesheet should be maintained by each Supervisor and must be verified by the Principal.
- Supervisors must be notified of the time which they must contact the school if they will be absent. Reasons for absence should be the same as those that apply to other employees. Any absences are without pay.
- Supervisors, especially those who are also parents of students in the school, should be advised with respect to the particular neutrality necessary in the role.
- An incident form must be used to document each incident involving:
 - discipline, intervention/referral to the office
 - accidentsSchools are to provide supervisors with sufficient copies of these forms.
- Supervisors must be made especially aware of the need to refrain from physical contact except where it is clearly necessary to protect students.
- Supervisors should be invited to the first staff meeting of the year after they are hired so as to meet the staff. In addition, their role should be clearly outlined to parents and students.