

Non-Certified Classroom Teachers

Valhalla Community School is seeking **Non-Certificated Classroom Supervisors** to present lesson plans when Certificated Teachers and Substitute Teachers are not available. This is a casual day-to-day assignment for emergent situations only. Individuals will be contacted to supervise in the classroom for a half or a full day.

Individuals must have a combination of education, training and experience which provides the knowledge, abilities, and skills necessary to perform effectively in the position.

Qualifications

- a Bachelor Degree from a recognized University; or
- Post-Secondary Diploma, Certificates; or completion of at least one year in a recognized education program from a recognized college or post secondary institution; or
- a High School Diploma and have been recommended by a school or District Administrator; or
- employed by Valhalla Community School as a casual support staff replacement employee or a current support staff employee, and have been recommended by a school or District Administrator

The duties of a Non-Certificated Classroom Supervisor are as follows:

- Report to the school office upon arrival
- Check the medical alert list
- Report to the school office before leaving at the end of the day and complete the Non-Certificated Classroom Supervisor Form
- Suitably record student attendance
- Complete morning, noon-hour, and after school supervision assigned to the teacher that day under supervision of a School Administrator 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 completed
- Seek assistance/advice from the School Administrator(s) before taking disciplinary action that impacts classroom involvement or requires parent follow-up
- The School Administrator has the discretion to allow the individual to leave once his/her duties are complete
- Assume other duties as assigned by the School Administrator or designate

Rate of Pay is \$168.28/day (or \$24.04/hr)

Your Application Should Include

- Cover letter
- Detailed resume
- Three references with current contact information

Applications can be sent to reception@valhallacommunityschool.ca

A current Criminal Record Check (including Vulnerable Sector Check), dated within the last six months, is a condition of employment.

We appreciate and thank you for your application; however, only candidates who are selected for an interview will be contacted. Valhalla Community School reserves the right to check references prior to the scheduling of interviews. All questions about this opportunity should be addressed to Loriann Stienwand, Superintendent at Lstienwand@valhallacommunityschool.ca.