

M E M O R A N D U M

AVAILABLE POSITION – VARIOUS ELEMENTARY SCHOOLS LUNCH HOUR SUPERVISORS

This position is available at the following elementary schools:

**St. James
Gron Morgan
Five Mile
McKellar Park
Gorham and Ware
Sherbrooke
Elsie MacGill
Vance Chapman
Five Mile
McKenzie
Woodcrest
Nor'wester View**

Duties and Responsibilities

Under the direction of the School Principal or Vice Principal, the successful applicant will monitor and supervise students during the lunch hour period and perform other duties as assigned.

Current Wage is \$17.20\hr.

Desired Qualities

Ability to supervise a large group of students
Ability to co-ordinate your schedule with the needs of the school on a consistent basis
Effective oral and written communication skills
Flexible and able to work independently
Strong organizational skills
Maintain confidentiality
Present a positive and professional attitude to staff, students and community
Be a good role model for students

Application Procedure

You may submit your application directly to the school of your interest. Please contact the school Principal/VP directly should you have any questions.

Committed to the success of *every* student

www.lakeheadschoools.ca

Visit the board website www.lakeheadschoools.ca and click on the 'Careers' link.

Application packages must include a cover letter, detailed resumé and permission to contact two references. Offer of employment is conditional upon the successful candidate providing a current, original Police Record Check including Vulnerable Sector Screening dated within the past six (6) months. This document does not need to be included in your application.

The deadline for applications is **4:00 P.M. MONDAY, SEPTEMBER 22, 2025.**

Lakehead District School Board thanks all applicants for their interest. Only those candidates selected for an interview will be contacted.

Lakehead Public Schools is committed to building and upholding barrier-free learning and working environments where equity, diversity, inclusivity, and belonging thrive. We strive to create a workforce that represents the diversity within the communities we serve. As part of that commitment, we encourage applications from candidates who identify as Indigenous, Black, racialized, women, 2SLGBTQIA+, persons with disabilities, and other underrepresented groups.

Lakehead Public Schools will provide reasonable accommodation for candidates in all aspects of the selection and hiring process. For accommodation requests, please contact Human Resources at hr@lakeheadschoools.ca so appropriate arrangements may be made.

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Lakehead District School Board