



Noon Hour Assistant – White Pines

The Algoma District School Board invites qualified applicants to apply for the position of Noon Hour Assistant.

This Noon Hour Assistant position will be assigned to work with students with complex cognitive and physical exceptionalities. The Noon Hour Assistant will support and monitor these students during their lunch period and will help ensure the students remain safe and regulated.

Summary of Duties

- Assist with retrieval of lunches from students' lockers
- Assist with opening and closing food containers for students.
- Observe and monitor students to ensure safety and well-being.
- Ensure safe use of equipment in the eating area.
- Assist with escorting students to washroom breaks if needed.
- Reporting any/all situations involving students to Teachers or the Principal.

Qualifications

- Ontario High School Diploma or equivalent.
- Strong interpersonal and communication skills.
- Ability to understand and follow instructions, and ability to use good judgment.
- Willingness to be flexible and able to work cooperatively with others.
- Availability to work one hour per day five days per week.
- It will be considered an asset if candidates possess work experience, training or education related to working with youth with complex cognitive and physical exceptionalities.

Rate of Pay

\$23.54/hour to \$25.21/hour

Location and Hours of Work

White Pines Collegiate and Vocational School

Monday to Friday – 11:00AM to 12:00PM – 1 hour per day

Please forward an electronic resume by 12:00PM on **Friday, December 5, 2025**, to:

Nic Turco
Manager of Human Resources
turcon@adsb.on.ca

cc:

Sarah Foglia
Confidential Human Resources Secretary
foglias@adsb.on.ca

Only those applicants short-listed will be contacted.

A shortlisting of applicants for consideration will be completed employing the Algoma District School Board [Hiring Policy](#). Should there be a need for interviews, only shortlisted candidates will be contacted.

Accommodations through the recruitment and selection process are available upon request. The successful

candidate, as a condition of employment, will be required to provide a current vulnerable sector check, which is acceptable to the Board.

The Algoma District School Board is committed to an equitable education system that upholds and reflects the principles of fair and inclusive education. Additional information about specific programs, and the Vision, Mission, Values and Priorities of the Algoma District School Board can be found at www.adsb.on.ca.

Lucia Reece
Director of Education

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www.adsb.on.ca

Jennifer Sarlo
Chair