

UNION SCHOOL DISTRICT

JOB DESCRIPTION NOON DUTY SUPERVISOR

JOB TYPE/CLASSIFICATION: NOON DUTY SUPERVISOR

BASIC FUNCTION:

Playground aides are assigned to monitor, supervise, and assist in student control and safety for student activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Duties are limited in terms of the geographical area served and the nature of control exercised.

Supervise students during activities such as playground and recess, before and after school transition, bus loading and unloading, and students on the school grounds in general, if appropriate;

Maintain visible presence and act in a respectful manner at all times;

Collaborate and communicate to maintain a clean, safe and secure site;

Build and maintain positive, collaborative relationships with those at the site and within the community;

Report special student behavior problems;

Encourage and remind students of acceptable behavior;

Ensure students remain in properly assigned areas;

Ensure students keep the areas of activities clean;

Report any unsafe conditions or equipment on the playground or any other areas as deemed necessary;

Report all accidents or injuries to proper authority and complete appropriate form; may provide emergency assistance for accidents, if necessary;

Instruct and monitor students in their proper conduct on the playground areas and when participating in student games;

Maintain regular and punctual attendance to fully meet work responsibilities;

Perform other duties related to the job or department, as assigned.

REPORTS TO: Site Administrator

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF BASIC:

school safety rules, principles of first aid, and understanding of child growth, development, and attitudes.

ABILITY TO:

Supervise children and maintain order; maintain acceptable standards of behavior among students;

Work cooperatively with those contacted in the course of work;

Understand and carry out oral and written instructions;

Establish and maintain positive, respectful relationships with students, staff, parents and community members;

Apply sound judgment;

Remain calm and objective during times of stress;

Follow oral and written directions and work collaboratively;

Use appropriate English vocabulary and grammar.

EDUCATION AND EXPERIENCE:

Equivalent to: Graduation from high school.

LICENSES AND OTHER REQUIREMENTS:

None required

REGULAR CLASSIFIED EMPLOYEE BENEFITS:

Accrue vacation days

Accrue sick leave

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

Board Approved 3/12/2018