

**PATHWAYS TO COLLEGE K-8
JOB DESCRIPTION**

TITLE:	Lead Yard Supervisor
CATEGORY:	Classified Non-Exempt
REPORT TO (BY TITLE):	Executive Director/Principal
SALARY RANGE:	10
SALARY SCHEDULE:	Classified Contract
WORK YEAR:	10 Months

POSITION DESCRIPTION

Under the general supervision of the Executive Director/Principal, the Lead Yard Supervisor communicates information to Yard Supervisors, ensures areas needing student monitoring are adequately covered, provides for the safety and welfare of students during classroom and non-classroom activities, i.e., supervises students during recess, lunch periods, and student drop-off and pick-up periods; communicates observations and/or incidents that may impact the general well-being of students and school personnel; provides classroom assistance to support student learning; performs some custodial duties to support a clean school environment.

DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)

Duties may include, but are not limited to the following:

- Communicates information to Yard Supervisors.
- Ensures adequate coverage of staff during lunch, recess, student drop-off and pick-up times, and other areas as needed.
- Ensures that Yard Supervisors are maintaining focused and appropriate supervision of students during lunch, recess, student drop-off and pick-up times, and other areas as needed.
- Assists students during mealtime and playground activities for the purpose of supporting them in these activities.
- Assists with traffic control at the student drop off and pick up area. Reports unsafe conditions and unsafe drivers to Administration.
- Monitors assigned crosswalk for the purpose of assisting students in following safety rules while crossing streets.
- Diffuses potential student conflicts (i.e. arguments, fights, etc.) for the purpose of minimizing the frequency or severity of incidents that could cause harm to students and/or disrupt campus activities.
- Assists in maintaining a supportive environment using tact and diplomacy.
- Monitors assigned areas for the purpose of ensuring non-authorized persons are not on school grounds, preventing vandalism, hazards, etc.

- Monitors students during assigned periods within a variety of school environments, (e.g. loading/unloading, playgrounds, lunchroom, etc.) for the purpose of providing for the safety and welfare of students.
- Ensures that students with cuts, bruises, etc. report to the school office to receive minor first aid for the purpose of meeting their immediate health care needs.
- Reports observations and incidents relating to specific students (i.e. discipline, accidents, fights, inappropriate social behavior, violations of campus rules, etc.) for the purpose of communicating information to teachers and/or administration using written, verbal or use of radio communication.
- Reports non-authorized persons, vandalism and hazardous conditions to Administration.
- Responds to inquiries of the public, parents and/or students for the purpose of providing information and/or direction as may be required.
- Responds to potential emergencies (e.g. medical, alarm calls, bomb threats, fights, etc.) for the purpose of ensuring safety of students, personnel and property.
- Assist in maintaining a neat, orderly and attractive school environment.
- Assists with the cleaning of lunch tables and emptying of trashes as may be required for the purpose of ensuring health and safety of the students.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Equivalent to completion of the twelfth grade.
- One year of paid or volunteer experience working with children ages 5 through 14 in an educational or child care setting.

Background Checks/Testing:

- Must pass a Live Scan (criminal background check via fingerprinting)
- Provide a clear TB test
- Current CPR/First Aid certification

Ability to:

- Learn and apply the proper methods and procedures to be followed in a variety of situations
- Communicate effectively orally and in writing using correct grammar
- Establish and maintain effective working relationships with students, parents and coworkers
- Understand and carry out oral and written instructions
- Use English in both written and verbal form
- Perform simple clerical tasks and operate standard office machines
- Maintain confidentiality regarding student issues
- Demonstrate an understanding, patient and receptive attitude toward students. Understand, interpret, and apply school rules, regulations, procedures and policies
- Motivate and work with students
- Adhere to safety practices and be attentive to detail.