

UNION SCHOOL DISTRICT

JOB DESCRIPTION NOON DUTY SUPERVISOR

Job Type/Classification: Noon Duty Supervisor

Compensation: 703 - \$16.00

Reports to: Site Administrator

Basic Function:

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

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.

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.