

# *Magnolia School District*

## ACTIVITY SUPERVISOR

### DEFINITION

Under the immediate supervision of the principal or Designee, performs a variety of assignments monitoring and overseeing students in the cafeterias, lunch areas, restrooms, playgrounds, school hallways, parking lots or grounds during breakfast, lunch or other non-instructional times; intercedes in potentially harmful situations in accord with school procedures; performs related duties as assigned.

### EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Supervises students during various activities such as walking to and from classroom/playground, at play, eating time, and waiting areas;
- Refer student discipline issues to the teacher or administrator;
- Supervises and monitors students during morning drop-off and afternoon pick-up in the parking lot and other designated areas;
- Maintains a harmonious atmosphere in eating area, playground, and other designated areas;
- Helps to guide pupils in developing good habits of sportsmanship;
- Encourages and promotes courtesy among children;
- Observes safety rules and applies school site discipline policy and student conduct code;
- Assists in keeping work areas in an orderly and neat condition, including assisting students in cleaning-up their own areas, wiping tables, and picking up trash off the ground;
- Assists students in resolving minor conflicts on the playground;
- Reports unauthorized activities and unauthorized persons on school ground to appropriate authority;
- Assists with the preparation and signing of accident reports if children are injured;
- Attend and participate in staff meetings and/or parent meetings;
- Refer students for first aid as necessary;
- Attend and participate in training sessions and in-services to increase knowledge and the effectiveness of working with the children/families served;
- Assist and support with school related activities which may include delivering items to classrooms;
- Assist in completion of emergency preparedness drills (i.e. fire, earthquake, etc);
- Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

- School age child behavior;
- Acceptable conflict resolution techniques;
- Safety rules and habits;
- Proper lifting techniques;
- Basic children's playground activities or games;
- Basic first aid for playground supervision;
- Positive behavioral interventions and support (PBIS);
- Interpersonal relationship skills using tact, patience, and courtesy, especially as they relate to children.

#### Ability to:

- Work effectively without close supervision;
- Understand and apply rules and regulations of acceptable student behavior while on school grounds;
- Maintain acceptable standards of and use good judgment in dealing with student behavior;

- Communicate effectively with students, teachers, administrators and parents;
- Establish and maintain respectful and cooperative working relationship with students, teachers, administrators and parents
- Be physically fit and able to participate in a variety of activities;
- Understand and follow oral and written instructions.

**Experience:**

- Experience in working with school age children is desired.

**Education (prior to 1/8/18):**

- High school diploma or equivalent – preferred.
- ECE units – preferred.

**Education (after 1/8/18):**

- Pass the Activity Supervisor Test
- High school diploma or equivalent.
- ECE units – preferred.

**WORKING ENVIRONMENT**

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee’s primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

**PHYSICAL AND MENTAL REQUIREMENTS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.
- Persons performing service in this position classification may occasionally exert up to 50 pounds of force to lift, carry, push, pull, or otherwise move objects.
- The job requires predominately standing, walking and physical agility sufficient to move about on both hard and soft and uneven surfaces and deal with student situations quickly;
- Perceiving the nature of sound, near and far visual acuity, depth perception and providing oral information are all part of the job requirements. The working environment is mostly out-of-doors exposed to sunlight, wind and weather elements.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 18

Created/Revised: 6/27/16, 9/2016, 10/2016, 12/2017

Board (re)Approved: 12/14/17

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*EQUAL OPPORTUNITY EMPLOYER*

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