



YARD DUTY SUPERVISOR

DEFINITION:

Under supervision of the school principal, assist with direction of playground and cafeteria activities.

EXAMPLES OF DUTIES:

- Assist with supervision of playground activities;
- Plan and organize games suitable to the seasons;
- Work with students to encourage total participation in some activity;
- Supervise safety and welfare of students;
- Maintain proper utilization of playground equipment;
- Perform other duties as directed;

PERSONAL CHARACTERISTICS:

Should possess the personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.

QUALIFICATIONS:

Knowledge of:

- Basic concepts of child development and atypical child behavior characteristics;
- Appropriate human relations and student needs;
- Duties and responsibilities of a Teacher Aide;
- Proper English usage, spelling; and grammar;
- Arithmetical concepts;
- Routine filing and record keeping procedures

Ability to:

- Demonstrate a patient, receptive, and empathetic attitude toward children;
- Communicate satisfactorily in oral and written form;
- Serve as an appropriate language model;
- Understand and carry out oral and written instructions;
- Establish and maintain cooperative working relationships with students and adults;

EXPERIENCE:

Working with school age groups in organizations such as scouts, church, YMCA, PTA, and/or any successful job experience in similar fields.

EDUCATION:

High school diploma or equivalent.

WORKING CONDITIONS:

Environment: Outdoor environment, exposure to all weather conditions

Physical Abilities: Physically and mentally able to perform the essential duties of a position without hazard to themselves or others. Ability to sit, stand, walk bend, stoop, kneel, perform grasping and handling motions and torso rotations on continuous basis; lift and carry 20 pounds of materials; reach in all directions; adequate sight or corrected vision for the purpose of reading directions and printed or written materials; hear and speak to communicate with co-workers, students and the public; dexterity of hands and fingers to operate instructional equipment; classroom and outdoor environment, adverse weather conditions.

LENGTH OF SERVICE:

Ten (10) month position.

HOURS: 10:45 A.M. – 1:45 P.M.

SALARY: Range 8: \$12. 56 - \$17.78 per hour

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.