

**Central Valley School District  
Job Description #401**

**TITLE           Supervisory Assistant**

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**GENERAL SUMMARY**

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**ESSENTIAL JOB FUNCTIONS**

Depending upon the individual assignment, the Supervisory Assistant may perform all or a combination of the following:

1.     Supervise playgrounds, parking lots, commons, and halls utilizing good judgment.
2.     Enforce safety regulations on campus and in building.
3.     Enforce school discipline policies and procedures.
4.     Take care of and assist in minor injuries.
5.     Make sure unauthorized persons are not on the campus.
6.     Work with the appropriate building administrator in establishing punishments and/or restrictions.
7.     Work with appropriate building administrator on parking or safety issues.
8.     Assist with lunch supervision.
9.     Perform other duties as required by the Building Principal.

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**OTHER FUNCTIONS**

Maintain database or records as required by supervising administrator (ex: high school parking registrations)

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**REPORTING RELATIONSHIPS**

This position reports to the school principal or assigned administrator.

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**MENTAL DEMANDS**

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**PHYSICAL DEMANDS**

Required to work outdoors in inclement weather; required to stand for prolonged periods; required to hold equipment in proper position for varying lengths of time; may occasionally be exposed to recklessly operated vehicles.

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**QUALIFICATIONS**

1. High school diploma or equivalent.
2. Demonstrated ability to communicate clearly and work effectively with students, staff and parents.
3. Prior successful instructional experience and/or training in working with children.
4. A valid first aid card is required.

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**UNIT AFFILIATION**

PSE – School Assistants

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Revised 11/84

Revised 11/98

Revised 5/03