



## Job Description

<b>Title: Campus Student Supervisor</b>	<b>FLSA Status: Non-Exempt</b>	<b>Months : 10</b>
<b>Supervisor: Elementary School Principal</b>	<b>Supervises: N/A</b>	<b>Range: 8</b>
<b>Department: Student Services</b>	<b>Bargaining Unit: Classified</b>	<b>Approved:12/19/2019</b>

### JOB SUMMARY:

Under the direction of an assigned elementary school Principal, assist school staff with the supervision for students during the recess or lunch periods; set-up and take-down playground equipment; monitor designated areas on an assigned school campus in accordance with organizational and school policy; provide effective behavioral learning experiences for students and promote group interactions, exercise, and problem solving skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitors students during breakfast, noon-time and supper eating within a variety of school environments, (e.g. cafeteria, restrooms, playgrounds, hallways, classrooms, bus stops, pick-up and drop-off areas, crosswalks, parking lots, etc.).
- Help guide pupils in developing good habits of sportsmanship.
- Encourage and promote courtesy among children.
- Maintains eating areas for the purpose of providing a clean and healthy environment for students. Duties include cleaning the tables and counters, assisting in spot mopping eating areas, keeping debris off floor and under tables, assisting in trash bag change and disposal during breakfast, noon time and supper eating, and wiping spills.
- Administers first aid for the purpose of providing emergency care.
- Observe that safety rules are obeyed.
- Assist students by resolving minor conflicts on the playground.
- Reports observations and incidents to appropriate school personnel relating to specific students (i.e. discipline, accidents, illnesses, etc.) for the purpose of communicating information to teachers, and administrators.
- Assist ill or injured student or students; administer basic first aid necessary; request for emergency medical services as needed.
- Supervises students' safe use of playground equipment for the purpose of providing a safe and healthy environment for students.
- Report unauthorized activities and unauthorized persons on school grounds to appropriate authority.
- Communicate with administrators, teachers, personnel and students to, resolve issues and conflicts and exchange information.
- Assist teachers with Running Club activities; order student incentive program items.
- Attend training on peaceful playground procedures.

### OTHER DUTIES:

- Perform related duties as assigned.

### QUALIFICATIONS:

Campus Student Supervisor

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Behavior modification and conflict resolution strategies and techniques.
- General concepts of child growth and development and student behavior characteristics.
- Policies, rules and regulations concerning appropriate student behavior.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Typical playground games and activities.
- Organizational and school emergency procedures including fire drills, intruder on campus and others.
- Basic first aid.

**Skills/Ability to:**

- Maintain a positive and safe playground environment.
- Learn procedures, functions and limitations of assigned duties.
- Cope with large numbers of children.
- Monitor, observe and report students' behavior according to approved procedures.
- Understand, implement, and provide oral and written directions.
- Communicate effectively both orally and in writing.
- Work with groups and individuals in basic instruction.
- Understand and work within scope of authority.
- Be sensitive to and understand the diverse academic, socioeconomic, cultural, and ethnic backgrounds of district personnel, students, parents and the communities served by the district.
- Maintain consistent, punctual and regular attendance.
- Develop and maintain effective interpersonal relations using tact, patience and courtesy

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent and,
- One year of experience working with children in an educational or child care setting, and preferably in the participation of activities relating to physical education, supervision and guidance.

**Licenses, Certifications and other Requirements:**

- Valid First Aid and CPR certification.

**WORKING CONDITIONS:**

**Work Environment:**

- Playground/Outdoor work environment.
- Constant interruptions.
- Exposure to adverse weather conditions, including rain, wind, dust and heat.

**Physical Demands:**

- Standing and walking for extended periods of time.
- Seeing to monitor student activities.
- Hearing and speaking to exchange information.
- Bending at the waist, kneeling or crouching to assist students.
- Reaching overhead, above the shoulders and horizontally to reach playground equipment or supplies.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.