



Job Description

Title: Playground Activity Coordinator	FLSA Status: Non-Exempt	Months: 10
Supervisor: Elementary School Principal	Supervises: N/A	Range: 10
Department: Student Services	Bargaining Unit: Classified	Approved: 12/19/2019

JOB SUMMARY:

Under the direction of an assigned elementary school Principal, provide 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; train and guide campus student supervisors; provide effective behavioral learning experiences for students and promote problem solving skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Engage and oversee children on the playground during recess and lunch periods; engage and organize students into structured exercises, including team sports, recreational activities and a variety of playground games; ensure physical education staff are provided with games and recreational material to teach physical education classes.
- Set-up, take-down and store physical education and playground equipment, materials and sports accessories for Kindergarten and First-Fifth grade students; set-up playground areas for football, soccer and baseball games; put-up volleyball net.
- Ensure playground equipment is safe and usable; inventory and order playground equipment as needed; make minor repairs on playground equipment as needed.
- Organize, teach, supervise and referee playground activities; assist students in the resolution of problems arising on the playground; communicate more serious issues and consistently inappropriate behavior to teachers and assigned school Principal; inspect, review and monitor campus to deter and prevent inappropriate behaviors and eliminate potential safety hazards; complete disciplinary and accident reports for students, as required.
- Utilize peaceful playground procedures with students; train, guide and schedule campus student supervisors and assist with needed equipment and related items.
- Organize and maintain a variety of schedules including for lunch and Heat/Rainy days.
- Monitor and lead student activities in lunch areas, classrooms on rainy days, play areas, restrooms and in areas adjacent to the school buildings; maintain order and proper discipline on the playground, in the halls or at other campus locations as assigned; advise students and others regarding violation of rules and regulations.
- Assist ill or injured student or students; administer basic first aid necessary; request for emergency medical services as needed.
- 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:

Playground Activity Coordinator

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:

- Monitor designated areas on an assigned school campus in accordance with organizational and school policy.
- Inspect, review and monitor campus to deter and prevent inappropriate behaviors and eliminate potential safety hazards.
- Enforce campus rules and regulations.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Monitor students and respond to situations in a quick and timely manner.

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 GED 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.