

SECTION SERVICE PERSONNEL

AREA ASSISTANTS

TITLE Playground Assistant

QUALIFICATIONS:

1. Enjoys working with young people.
2. Has the physical stamina necessary for outdoor activities.
3. Demonstrates the following characteristics: understanding, patience, tact, discretion and high moral standards.

REPORTING RESPONSIBILITY:

The Playground Assistant is directly responsible to the building principal or designee.

JOB GOAL:

The Playground Assistant supervises the students during the play periods and performs minor clerical tasks as assigned by the building principal or designee. The Playground Assistant shall not perform in-classroom instructional duties.

TERMS OF EMPLOYMENT:

Terms of employment consistent with the agreement negotiated with the applicable bargaining unit.

PERSONAL EVALUATION:

The Playground Assistant shall be evaluated in writing by the building principal or designee at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description. See Policy 4022, Evaluation of Staff.

PERFORMANCE RESPONSIBILITIES:

1. Maintains order and good pupil deportment on the playground.
2. Within the limits prescribed by law, gives any necessary help to an injured pupil until the school nurse arrives.
3. Takes a sick pupil to the school nurse, if necessary.
4. Supervises the check out and/or check in of all materials and equipment used during the play period.
5. Checks playground for debris which could cause accidents or injuries and makes necessary arrangements for their removal.

6. Supervises games and activities on the playground, or indoors during inclement weather.
7. Dismisses pupils to class at end of the play period.
8. May be assigned cafeteria aide duties.
9. Performs other duties as assigned by the principal within the time frame of the position including:
 - a. Typing
 - b. Filing
 - c. Sorting and collating
 - d. Duplicating and mimeographing
 - e. Answering the telephone
 - f. Posting and using calculators
10. Operates a variety of office machines.
11. Performs other duties and responsibilities incidental to the position or as assigned by the building principal or designee.

Position Description approved: 2/27/90