

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: School Supervision Assistant

DEPARTMENT/DIVISION: Education

POSITION SUMMARY: Under general supervision, assists site staff and teachers to ensure the safety and well being of students. Supervises students in assigned areas such as the cafeteria, indoor and outdoor assembly areas, halls, restrooms, playgrounds, and in buses or other vehicles. Through meaningful site supervision enables students to safely enjoy group interaction and exercise during noon-time eating and recess/break activities. Assists site staff with other related work as required.

ESSENTIAL FUNCTIONS:

1. Supervises pupils on the school ground, in the lunch room, and in such other areas or locations assigned.
2. Assures the health and safety of students by following District health and safety practices and regulations.
3. Provides clerical assistance for the classroom and site office including the duplication and organization of materials, filing and cataloging of materials and preparation of educational materials.
4. Applies school site discipline policy and student conduct code, provides examples of proper behavior, and assists students by resolving minor conflicts on the playground and in assigned areas.
5. Assists with housekeeping chores.
6. May be assigned to assist the classroom teacher by performing routine classroom activities.
7. Performs related duties as assigned.

EDUCATION AND EXPERIENCE:

1. High School diploma or equivalent preferred.
2. The ability to carry out oral and written directions.
3. Read, write and speak at a level sufficient to fulfill the duties to be performed.
4. Experience in the care and supervision of children is desirable.

SKILLS AND QUALIFICATIONS:

1. Knowledge of proper English usage.
2. Knowledge of student's recreational and lunch time activities, site and playground safety rules.
3. Knowledge of proper procedures for assisting at student drop-off and pick up times.
4. Ability to assist with supervising pupils on field trips and other events outside of classroom activities.

5. Ability to work independently on own initiative.
6. Ability to understand and carry out oral and written instructions and communicate effectively with students, staff and parents.
7. Ability to establish and maintain cooperative working relationships with students, parents, and staff.
8. Additional qualifications may be required dependent upon program requirements (e.g. bilingual).

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Run short distances.
5. Reach overhead; grasp, push/pull up to 25 pounds for short distances.
6. Lift and/or carry up to 25 pounds at waist height for short distances.
7. Speak so that others may understand at normal levels and on the telephone.
8. Hear and understand speech at normal levels and on the telephone, with or without hearing aids.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors under various weather conditions and temperatures during the course of the required schedule, including inclement weather conditions. While performing their job duties, employees in this position work in several environments including indoor and outdoor, classroom, and on or near student playground equipment.

ADOPTED:

H.S. BOARD: 8/78

ELEM BOARD: 8/78

REVISED:

H.S. BOARD: 6/28/88

ELEM BOARD: 6/13/88

TUSD: 2/10/09

TUSD: 1/24/12