

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

CLASS TITLE: STUDENT SUPERVISION ASSISTANT

BASIC FUNCTION:

Under general supervision, assist staff in safeguarding the safety and well-being of students by monitoring campus buildings, and grounds, assuring student safety and compliance with school policies. Provide meaningful playground, lunch area, and campus activity supervision to enable students to safely enjoy group interaction and exercise.

ESSENTIAL DUTIES:

1. Patrol and supervise assigned areas of the school site, observing and controlling the behavior of students during meals and activities, according to established rules and procedures.
2. Assure the health and safety of students by following health and safety rules and promptly reporting unsafe/unhealthful conditions to appropriate authority.
3. Monitor and direct student activities in designated lunch areas, restrooms and other areas as assigned; intervene as appropriate to ensure student safety.
4. Model and reinforce good citizenship, courtesy and good sportsmanship among students for the purpose of demonstrating appropriate social behavior in a culturally sensitive manner.
5. Assist and direct campus visitors to the office; enforce the District and school regulations.
6. Report observations and incidents relating to discipline, accidents and safety; communicate information to appropriate instructional and/or administrative personnel for follow-up in accordance with student safety guidelines.
7. Assist ill or injured students or students experiencing difficulty and report such illnesses or injuries to the school office.
8. Encourage and promote courtesy and guide students in developing good sportsmanship; intervene in potential conflicts and situations; use positive reinforcement strategies and other appropriate techniques to assist students in the development of appropriate behavior.
9. Ensure that no unauthorized persons are on the school grounds during lunch recess and that students do not leave the grounds during that time without permission.
10. Check playground equipment and play areas for potential safety hazards for the students; promptly report any hazards to appropriate authority.
11. Promote safe and appropriate student use of playground equipment and play areas.
12. Assist students in resolving minor conflicts on the playground for the purpose of promoting good citizenship and appropriate behavior.

13. Arrive promptly to assigned area; work flexible shift as needed due to weather or other impacts on recess and activity schedule.
14. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Behavior and characteristic of student behavior; acceptable methods used in controlling students in playground/recess/lunch time situations
Conflict resolution strategies and techniques
District and school policies, rules and regulations regarding student behavior; safety regulations
Emergency procedures including fire drills, intruder on campus, natural disaster, and others

ABILITY TO:

Work well with children
Learn and enforce school rules and safety regulations
Recognize and report danger to students, school property or personnel
Communicate effectively with a wide variety of personalities
Perform duties with patience, tact and good judgement and within established guidelines
Understand, implement and give written and oral instructions in English (Spanish or other bilingual ability helpful)
Maintain confidential student and family information
Work cooperatively with those contacted in the course of work
Appreciate human diversity
Assist injured or ill students
Remain alert and composed in tense or distressing situations; assist others to remain calm
Move quickly and freely through the work shift and lift/drag an injured student to safety in the event of an emergency on campus

EDUCATION AND EXPERIENCE:

Any combination which indicates that the applicant/employee is able to perform the duties and functions listed above; some experience in dealing with school-age children preferred

WORKING CONDITIONS/PHYSICAL DEMANDS:

Indoor and outdoor environment subject to heat and cold temperatures; subject to standing and walking sometimes on uneven surfaces; ability to talk and hear normal conversation; use hands and fingers to handle or feel objects, tools or controls; frequently subject to stooping, kneeling, crouching, stretching, and bending; use of close/distance vision; may be exposed to airborne particles; subject to moderate noise level; may be exposed to contagious illness; lift, drag, push or pull up to 25 lbs (regularly) up to 70 lbs (occasionally); may occasionally be required to push a student in a wheelchair.

ADOPTED BY PERSONNEL COMMISSION: December 14, 2018

ADOPTED BY BOARD OF EDUCATION: December 11, 2018