

Position: Yard Duty Supervisor

Reports To: Site Principal

Pay Grade: 8/G

SUMMARY

Under the direction of the Principal, supervise and actively monitor the behavior of students during non-instructional times. Responsible for the safety and conduct of students in accordance with District and school policy.

NATURE AND SCOPE

Actively monitor students in designated school areas during student breakfast, lunch and recess periods and/or at other assigned times; encourage students to observe fundamental courtesies and all school rules; serve as a role model and develop positive relationships with students.

DISTINGUISHING CHARACTERISTICS

The Yard Duty Supervisors assure that the health and safety of children are protected within an assigned area; enforce campus rules and regulations. Assist and supervise students entering and leaving the school grounds. Direct campus visitors to the office for proper check-in. Yard Duty Supervisors shall be required to wear the distinguishing vest provided by the school office.

ESSENTIAL TYPES OF DUTIES

- Playground and cafeteria supervision and assistance
- Monitor and direct student activities in lunch areas, classrooms, play areas, restrooms and other assigned areas
- Inspect and monitor campus activities: maintain appropriate student behaviors; intervene in appropriate behavior according to established policies, laws, rules and regulations; report unsafe conditions to appropriate administrator.
- Enforce the District and school regulations; assure appropriate indoor/outdoor behaviors
- Communicate with students, administrators and staff concerning student behavior and assigned activities; report incidents involving students to school administrators and complete required accident or incident forms.
- Assist ill or injured student or students; provide basic first aid and report injury and illness to appropriate staff
- Monitor the cafeteria as assigned; assure clean and safe conditions

- Assist and direct campus visitors to the office/ assist and supervise students leaving or entering school grounds
- Utilize school site positive behavior protocols
- Performs related duties and responsibilities as required to accomplish the objectives of the position

QUALIFICATIONS

Knowledge and Skills

- Basic first aid
- Behavior modification and conflict resolution strategies and techniques
- Maintain a sympathetic understanding of the problems and needs of children
- Typical playground games
- Policies, rules and regulations concerning appropriate student behavior
- Understand and carry out oral and written directions in English, ability to communicate in Spanish desired
- Interpersonal skills using tact, patience and courtesy

PHYSICAL ABILITIES:

- Indoor and outdoor environment
- Adverse weather conditions
- Standing and walking for extended periods of time
- Bending, kneeling or crouching to assist students

ABILITY TO:

- Patrol and supervise campus activities to assure the well-being and safety of students and staff in non-classroom activities
- Determine appropriate action within clearly defined guidelines
- Prevent or break up student conflicts
- Demonstrate patience and a receptive attitude towards children

EDUCATION, TRAINING, AND EXPERIENCE:

Any combination equivalent to: the knowledge, skills and abilities listed above; paid or volunteer experience working with children in an organized setting desired.