



LOMPOC UNIFIED SCHOOL DISTRICT

STUDENT SUPERVISION AIDE

JOB SUMMARY:

Under the supervision of the school principal, supervise students on the playground and lunch areas during the noon hour, during breakfast programs, and occasionally before and after school. Incumbents in this classification may also be assigned to crossing guard duty and assist with student supervision at street crossings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise cafeterias, lunchrooms, playgrounds, recess duty, restrooms and other areas as assigned by the principal, with particular attention given to the health, safety, and conduct of the children involved.
- Assist students to observe lunchtime and playground courtesies and rules of safety.
- Enforces District and school policies and rules.
- Reports special behavior problems to the appropriate staff.
- Maintain confidentiality regarding student behavior.
- Provide crossing guard support at assigned intersections.

OTHER DUTIES:

- May participate in District professional development opportunities as required in order to enhance job related skills.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination of experience and training equivalent to some experience (paid or volunteer) working with children in an educational or child care setting or any combination of training experience that would likely provide the desired knowledge and abilities may be considered.

Licenses and other Requirements

- None
- Crossing Guard Training

Knowledge of:

- Communicate effectively with administration and students.
- Effectively deal with large groups of students.
- Take notes and write short reports i.e. referrals to office, incident reports.
- Basic safety rules and regulations.
- Basic principles of first aid.

Student Supervision Aide

- Emergency assistance procedures.
- Techniques used to motivate students and effectively deal with student needs at various age levels.
- Standards of courtesy to be observed by students.

Ability to:

- Supervise students.
- Learn and apply with good judgment District and school policies and rules related to student behavior and activities.
- Maintain order and discipline among students, utilizing effective and appropriate strategies.
- Understanding and carry out written and oral instructions.
- Be a positive role model to students.
- Handle all matters in a tactful, courteous, and confidential manner.
- Establish and maintain effective work relationships

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor work environment with exposure to extreme weather conditions; slippery or uneven walking surfaces; near moving vehicles; exposure to noise

Physical Demands:

- Frequent and significant standing, walking, pushing, and or/or pulling.
- Reaching with hands and arms.
- Balancing.
- Stooping, kneeling, or crouching.
- Ability to occasionally lift and/or move up to 25 pounds.
- Close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus

Hazards:

- Working around and with machinery having moving parts.
- Hazardous chemicals and fumes

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.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval Date: November 17, 2022

Salary Range: 21