

CLASSIFICATION STATEMENT – NOONTIME SUPERVISOR

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: NOONTIME SUPERVISOR

BASIC FUNCTION:

Under direction of a school principal or other designated administrator, supervises children in Multipurpose Room, lunchrooms, playgrounds and other assigned areas; assisting children in the observance of meal-time and playground expectations and rules of safety.

ESSENTIAL DUTIES:

Patrols assigned areas of the school site; observing and correcting the behavior of students during meals and play, according to established rules and procedures through site specific behavior expectations.

Assists students by providing emotional support, a friendly attitude, and general guidance.

Assures the health and safety of students by following health and safety rules.

Assists in schoolwide emergency preparedness and procedures.

Reports unauthorized activities and unauthorized persons on school grounds to appropriate authority.

Inspects, reviews, and monitors campus to deter and prevent inappropriate behaviors and eliminate potential safety hazards.

OTHER REPRESENTATIVE DUTIES:

Provide assistance to ill or injured students during the recess periods, and reporting such illnesses or injuries to the school office.

Fill out incident reports regarding students injured on school grounds during the designated supervision periods.

Check playground equipment and play areas, on a daily basis, to make sure that there are no obvious safety hazards for the students.

Performs other related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to and receives direction from the school principal or other designated administrator.

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Internal Contacts: Continuous contact with students, school principal, clerical staff, teachers, food service personnel, and other noontime supervisors.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

Basic principles of PBIS

Child guidance principles and practices.

Safe practices for playground activities.

Oral communication skills.

Interpersonal relations skills; using tact, patience and courtesy.

Basic record-keeping techniques.

ABILITY TO:

Oversee and control student behavior in accordance with approved policies and procedures.

Print or write legibly.

Learn the rules, procedures, functions and limitations of assigned duties and responsibilities.

Understand and follow both oral and written directions.

Communicate effectively with children and adults.

Maintain assigned working hours.

Work confidentially and with discretion.

Establish and maintain effective working relationships with others.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand, and walk on uneven surfaces; use hand to finger, handle, or feel; reach with hands and arms; as well as talk and hear. The employee is frequently required to stoop, kneel or crouch. Specific vision abilities required of persons in this job include close vision, distance vision, depth perception, and the ability to change focus.

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EDUCATION AND EXPERIENCE:

Some experience working with children which would provide the required knowledge and abilities for carrying out the duties and responsibilities of the position or equivalency

And

Pass a local exam measuring knowledge of and ability to actively supervise students in an organized setting or learning situation, and in working with people of a variety of cultures.

LICENSES AND OTHER REQUIREMENTS:

A first-aid and CPR certificate is preferred.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions.

APPROVED BY:	<u>Board of Trustees</u>	DATE: 1/76
REVISED BY:	<u>Classified Personnel Department</u>	DATE: 12/97
APPROVED BY:	<u>Personnel Commission</u>	DATE: 11/27/2018