



JOB DESCRIPTION

Position Code: 760
Classified Group: Unrepresented
Salary Range: 7
Work Days: TBA
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POSITION TITLE: School Playground Recreation Aide

DEFINITION: Under supervision, provides for and assures a safe, clean and secure environment for students involved in the school lunch and playground programs; organizes and oversees recreational and playground activities.

DIRECTLY RESPONSIBLE TO: Site Administrator

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Coordinates and conducts lunch time and before-and-after school recreational activities.
2. Supervises students in the cafeterias, playgrounds, restrooms, hallways, and other areas where students gather at lunch or during playground time.
3. Monitors student behavior in assigned areas to ensure compliance with school rules and procedures.
4. Monitors and reports the presence of unauthorized persons or activities on school grounds to appropriate school authority.
5. Helps students resolve minor conflicts on the playground.
6. Enforces the school reward/consequence system for students.
7. Tactfully and diplomatically deals with potential or actual misconduct by students.
8. Observes the necessary precautions to secure the safety of students.
9. Organizes and directs a variety of competitive and non-competitive playground activities.
10. Ensures that only the assigned school areas are used for play or sports activities and that only appropriate equipment, games and toys are used in these areas.
11. Issues, receives and maintains recreation equipment and supplies and collects any equipment left on the playground.
12. Monitors student passes to ensure that students are in appropriate areas.
13. Assembles students promptly for class when the bell rings.
14. Helps students in the cafeterias.
15. Helps coordinate children moving from one table to another in cafeterias and excuses students from tables.
16. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination of training, education and experience working with groups of children which demonstrates potential ability to perform the duties of the position; recreation experience desirable.

Knowledge, Skills, and Abilities:

- Knowledge of correct English usage, spelling, grammar and punctuation
- Knowledge of basic recreational activities
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to work effectively with all levels of staff, students and the public
- Ability to effectively supervise students
- Ability to understand and follow verbal and written instructions
- Ability to work independently, with minimum direction, and make minor decisions within the framework of established guidelines
- Ability to remain calm in stressful situations
- Ability to understand and maintain confidentiality
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor classroom and outdoor playground environment
- Moderate noise
- Continuous contact with students, staff, parents with frequent interruptions and significant distractions

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or the telephone
- Utilize playground equipment requiring repetitive hand movement and fine coordination
- Move about school and facilities to conduct work, including walking, bending, kneeling, crouching, twisting/turning, and remaining stationary for long periods of time

Hazards:

- Outdoor weather conditions
- Seasonable hot/cold temperatures
- Exposure to and contact with blood and other bodily fluids

Other Characteristics:

- School Playground/Recreation Aides are part time playground workers and, as of January 1, 2018, are part of Classified Service as defined in California Education Code 45103. The purpose of their employment is to supervise students on the playground and during lunchtime.

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 11/15/2017
Adopted: 9/13/1988
Revised: 5/22/2001
Revised: 11/1/2017