



JOB DESCRIPTION

Lead Yard Duty Supervisor



Reports to:	Principal or Assistant Principal	Employment Group / Salary Range:	Classified Range G
Dept:	Educational Services	FLSA:	Non-Exempt
Annual Workdays:	183	Formal Review Date: Board Approval Date:	8/28/24 9/09/24

PRIMARY FUNCTIONS

Under the direction and supervision of elementary administrators, monitors and supervises students throughout the school day; assures student compliance with school and District policies and regulations; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Maintains order and manages student behavior, including de-escalating situations during non-instructional times such as lunch.
- Ensures students eat lunch and clean up the area before exiting the cafeteria. Supports healthy eating conditions including assisting with the cleaning of tables and benches/seats between and at the end of lunch periods.
- Supports and assists with the implementation of Positive Behavior Intervention and Support (PBIS) strategies.
- Ensures the safety of students transitioning from classrooms to cafeteria and play areas.
- Watches and instructs students on safe usage of equipment; ensures students play fairly with others.
- Investigates student injuries and refers students to the school nurse; completes accident reports as needed. Provides basic first aid, such as bandaids.
- Notifies health staff by radio if requesting to send a student for assistance and radios for emergency help for major medical needs.
- Reports verbally and/or in writing to teacher/supervisor repeated behavioral concerns and radios for administrative support for major behavior concerns such as fighting.
- Conducts or attends meetings and staff training sessions.
- Point of contact for yard duty and school staff.
- Provide supervision for yard duty staff.
- Designate locations for yard duty staff and move staff when appropriate.

- Enforce school rules and safety regulations during school hours.
- Monitor restrooms and hallways to ensure appropriate behavior during school hours.
- Monitor and supervise the campus, assuring student safety and that they are in the appropriate locations during school hours.
- Prevent or break up student conflicts or physical altercations.
- Establish and maintain cooperative working relationships with others.
- Demonstrate patience and receptive attitude towards students.
- Escort students to and from the office as necessary during school hours.
- Work independently within the scope of authority.
- Exercise strict confidentiality of school and student issues.
- Communicate effectively with students, staff and parents.
- Supervise and/or attempt to calm students that have been removed from the classroom or have left of their own record.
- Plan and organize daily schedules for yard duty staff.
- Be able to interpret and explain school policies and procedures.
- Maintain two-way radio communication with yard duty staff and appropriate school staff.
- Facilitate quality interactions with yard duty staff and school staff.
- Maintain supply of activity equipment for non- instructional periods.
- Maintain a log of student discipline incidents.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from high school or GED equivalent; or an equivalent combination of training and experience.

Minimum of two years experience in child supervision in a school or child care setting.

Licenses, Certificates and Other Requirements:

- Certification for CPR and First Aid is desired.
- Ability to speak and write Spanish is desired.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Student and personal safety policies, emergency procedures and work practices applicable to the work.

Skills and Abilities to:

- Supervise a group of children in various recreational activities.
- Appropriately manage student behavior and guide students toward more acceptable social behaviors.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.
- Self manage with minimal supervision.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk, kneel and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, use of both eyes, depth perception and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read documents; observe and interpret people and situations; analyze and solve problems; use basic math; learn and apply new information and skills; work on multiple, concurrent tasks with frequent interruptions.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees in this classification work primarily in a cafeteria and outdoors, in direct contact with students, the public and other District staff, exposed to strong odors, bodily fluids, potentially contagious illnesses/ diseases (tuberculosis, measles, mumps, chicken pox, hepatitis, etc.), with minimum guidance from supervisor.

Occasionally may be asked to work for evenings and/or weekends

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed