

YARD DUTY SUPERVISOR

DEFINITION: Under direct supervision of the school principal or designee, to supervise pupils during the eating period and free-day period at the morning and/or noon recess. Promote health interactions amongst scholars and uphold the safety standard of the designated school site.

QUALIFICATIONS:

Experience:

- Supervision of children through youth or service organizations such as scouts, church school classes, recreational groups, etc., would be desirable.

Education:

- Equivalent to a high school education.

DISTINGUISHING CHARACTERISTICS: Positions and employees in this class are exempt from the regular classified service. Individuals are employed as needed on a part-time hourly basis, for short working hours on school days only. These employees do not attain permanency; receive step increases or other fringe benefits. They are paid on the variable payroll.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Duties may include, but are not limited to the following:

- Follow school procedures for the supervising of and dismissal from the eating period
- Supervise the free-play period, and return to classes at the end of the free-play period
- Work collaboratively with Custodians and Food Service Workers to ensure cafeteria tables are cleaned
- Interactive, leading, and encouraging student in play and activities
- Organizing and creating student engagement and social opportunities
- Encourage students to engage in activities to mitigate unproductive behaviors
- Build relationships to empower students to engage confidently on the playground
- Support indoor recess
- Participate in relevant training and meetings in person and online regularly
- Exercise good judgment in conflict resolution and settling disagreements between students
- Ensure safety, visibility, security, and reliability for students
- Is visible to students, staff, and visitors at all times by wearing safety reflective vest
- Learn and reinforce school rules in areas of responsibility
- Promote student wellness by reinforcing positive relationships, recognition, and support
- Support and promote school and district programs such as PBIS etc.
- Communicate effectively to support staff, coaches, and teachers to bridge the gap between the yard and classroom
- Empower students to participate in positive play and engagement amongst their peers

KNOWLEDGE:

- School and district rules, procedures, and expectations
- Training and professional development protocols

ABILITIES AND SKILLS:

- Friendly, and works harmoniously with children, teachers, food service, administration, support staff and custodial staff
- Exercise good judgment in settling disagreements between pupils
- Learn and enforce school rules in areas of responsibility
- Communicate effectively, speak, and write the English language
- Collaborates with other yard duty supervisors to support routines and procedures on the playground

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PHYSICAL REQUIREMENTS:

Physical abilities: include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer. Vision to observe students; ability to stand for extended periods of time, running, walking, stooping, and bending; and hearing and speaking to exchange information.

Significant physical abilities: include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

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

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work outdoors and indoors in a standard office environment and come in direct contact with district staff and the public and outdoors in adverse weather conditions.

Hazards:

Adverse weather conditions, and potential physical hazards involved in intervening in anti-social behavior.