JOB DESCRIPTION
Tahoe Truckee Unified School District

YARD DUTY SUPERVISOR

Purpose Statement:

The job of Yard Duty Supervisor is done for the purpose/s of serving as an aide to teacher in the supervision and training of students.

This job reports to Teacher and/or Site Administrator

Essential Functions

- Aides the teacher for the purpose of supervision and training of students.
- Assists students in the lunch time recreation (e.g. recreational programs) for the purpose of aide to the teacher.
- Demonstrates ability in the area of recreation (e.g. recreational programs) for the purpose of aide to the teacher.
- Performs a wide variety of moderately difficult work and work on own initiative without close supervision for the purpose of aid to the teacher.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities; health standards and hazards; and safety practices and procedures

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with specific, job-related data; and utilize specific, job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: working with constant interruptions; communicating with diverse groups; displaying tact and courtesy; establishing and maintaining effective working relationships; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 0% sitting, 20% walking, and 80% standing. The job is performed under some temperature extremes and in varying atmospheric conditions.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

TB Clearance
Criminal Justice/Fingerprint Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt		Classified 1