

CLASSIFIED JOB DESCRIPTION

STUDENT SUPERVISOR - LEAD

JOB SUMMARY:

Under the general supervision of the principal, Student Supervisors are charged with the responsibility of supervising elementary school children for the purpose of providing for the safety and welfare of students during non-instructional activities during the Expanded Learning Program. This includes providing the children with the necessary guidance to ensure safe, active, and wholesome recreational activities.

ESSENTIAL JOB FUNCTIONS:

- Monitors students before and after school for the purpose of ensuring student compliance with established policies.
- Organizes students into orderly lines and directs students to assigned tables.
- Circulates among the programs for the purpose of providing a clean and healthy environment for students.
- Cleans and disinfects tables, assists in keeping debris off the floor and under tables, and wiping spills.
- Assists with checkout process.
- Assists the Site Lead with logistics.
- Monitors students and remains alert to conditions of safety by keeping students in range of vision and circulating around the area as needed.
- Maintains two-way radio contact with other Student Supervisors and program staff to properly communicate student needs.
- Assists in the basic first aid of students injured.
- Encourages and promotes courtesy among children while observing that safety rules are obeyed by all students.
- Encourages students to learn to play cooperatively with others and to participate in wholesome activities.
- Reports incidents including, student altercations, behavior problems, accidents/injuries, and rule violations to appropriate site personnel.
- Assists children while waiting for their transportation.
- Organizes students while waiting for their transportation.
- Provides childcare services for parent meetings on site or at the district office.
- Other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Knowledge of student behavior and characteristics.
- Methods of supervision and motivating students, parents and program staff.
- Ability to communicate effectively with students.
- Act quickly with mature judgment.

- Ability to communicate.
- To be at least 18 years of age.
- To be in good health and free from active tuberculosis.

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- CPR and First Aid Certified.

Classified Salary Schedule: Range 15

BOARD APPROVED: 03/13/24

REVISION DATES: