

CYPRESS SCHOOL DISTRICT
Cypress, California 90630

CLASS SPECIFICATION

STUDENT ACTIVITY SUPERVISOR

DEFINITION

Under the direction of the school principal, and working in cooperation with the Student Activity Supervisor-Lead, performs a variety of assignments supervising students; intercedes in potentially harmful situations following district procedures; and performs related duties as assigned.

REPRESENTATIVE DUTIES

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to educational partners as needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Act as district liaison with all educational partners, communicating pertinent information using a variety of communication modes
- Supervise students during various school activities
- Implement social-emotional learning strategies such as PBIS, to encourage conflict resolution and universal rules
- Encourage, model, and reinforce good citizenship, courtesy, and good sportsmanship among students; assist students in resolving minor conflicts
- Refer student discipline issues to the teacher or administrator
- Collaborate with all school staff to maintain a harmonious atmosphere on campus
- Collaborate with school staff regarding playground equipment needs and playground schedules
- Check playground equipment and play structures for dangerous or unsafe conditions
- Set up and take down playground equipment
- Implement safety rules and Family Handbook procedures
- Keep the school campus in an orderly and neat condition, including wiping tables, picking up trash and/or articles of clothing off the ground, and assisting students in cleaning up
- Follow school procedures when monitoring student restrooms
- Report unauthorized activities and unauthorized persons on school grounds to the school office
- Follow school procedures when referring students to the health office
- May assist with serving food
- Attend and participate in staff meetings as needed
- Participate and assist in emergency preparedness drills (e.g., fire, earthquake, etc.)
- Supervise and monitor students during morning drop-off and/or afternoon pick-up in the parking lot and other designated areas

QUALIFICATIONS

To perform this job successfully, an individual must possess:

Knowledge of:

- Elementary child development
- Positive conflict resolution strategies
- Safety rules
- Proper lifting techniques
- Common elementary school playground activities and games
- Basic first aid
- Interpersonal relationship skills using tact, patience, and courtesy, especially as they relate to children

Ability to:

- Work effectively without close supervision
- Understand and apply the rules and regulations in the Family Handbook
- Maintain acceptable standards of, and use good judgment in, dealing with student behavior
- Communicate clearly and effectively, orally and in writing, with students, staff, and parents
- Establish and maintain respectful and cooperative working relationships with students, teachers, administrators, and parents
- Participate in a variety of physical activities

Education and Experience:

- High school diploma or equivalent
- Early Childhood Education/teacher preparation units preferred
- Experience working with school-aged children is desired

PHYSICAL DEMANDS AND WORKING CONDITIONS

There may be nonconcurrent work hours due to breakfast, lunch, traditional, and year-round schedules. The working environment is primarily outdoors with exposure to sunlight, wind, and weather elements. While performing the duties of this position, employees are subject to constant interruption and are in direct contact with the public, students, and employees. Negative interactions resulting from these contacts can result in stressful situations. There may frequently be high work volume and work without direct and/or constant supervision. This employee works in a school environment where the noise level will be moderate but can be high on occasion.

Persons performing service in this position may occasionally exert up to 50 pounds of force to lift, carry, push, pull, or otherwise move objects. The job predominately requires standing, walking, and physical agility sufficient to move about on hard, soft, and/or uneven surfaces to address student situations quickly. Accurate perception of sound, near and far visual acuity, depth perception, and providing oral information are all part of the job requirements. There is possible exposure to bloodborne pathogens, body fluids, and communicable diseases. Occasional work with sharp objects (i.e., scissors) may be required.

Approved: February 8, 2018

Revised: March 14, 2024