

Job Title:

Bellevue Union School District

PositionTitle:	Student Supervision Aide		Department:	
FSLA Classification:	Non-Exempt	Bargaining Unit: CSEA	Classification:	Classified

Salary Grade:	Classified Salary Schedule Range _____	Work Calendar	
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Reports to:		Board Approval Date:	
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Definition

Under supervision, to monitor student behavior on an elementary school campus playgrounds, cafeteria, and bus areas; to enforce school rules and issue passes; to direct campus visitors to office; and to perform related work as required.

Organizational Relationships

Directly Responsible to:	
Supervision Over:	Does not supervise.

DUTIES AND RESPONSIBILITIES*

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to this position in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Patrol designated areas; observe and control behavior of students; ensure that play equipment is used properly and in good working order; report equipment disrepair to school office and restrict student use. E
- Maintain order in cafeteria during lunch; take food items to students and collect money, direct and assist students in cleaning of tables; use mop to clean spills; supervise students walking between cafeteria and playground. E
- Teach games and rules of games on playground; encourage students to participate in games and to play fairly. E
- Enforce District and school policies and rules. E
- Discourage disruptive and potentially dangerous behavior; break-up fights; mediate disagreements; discipline students; issue office passes; accompany students to office; refer students to administration for discipline, as needed; discuss disruptive behavior with teachers and principal. E
- Observe and report any damage to school property.
- Give minor first aid, escort injured students to school office. E
- Identify and report unauthorized individuals on campus. E
- Watch for smoking, alcohol, drugs, and weapons. E
- Perform related duties as assigned. E

* Tasks statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

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Class Characteristics:

Incumbents of this class are employed on an hourly basis to perform exclusively the duties of a student supervision outside the classroom.