

Ontario–Montclair School District
New Job Description

CLASS SPECIFICATION
Proctor

GENERAL PURPOSE

Under the general supervision of the site Principal, provides safe and constant lunchroom and playground supervision of students during recess periods and at other times as assigned. Supervises areas as assigned with particular attention given to the health, safety, and conduct of students while maintaining a firm but respectful and courteous attitude. Possesses high moral and ethical standards; performs other related duties as assigned and/or required.

DISTINGUISHING CHARACTERISTICS

Proctors are responsible for non-instructional supervision of groups of students during lunch and recess periods.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Supervises and assists children in the cafeteria, outside lunch areas, on the playground, during ingress and egress, or a combination of several or all of the aforementioned duties.
2. Demonstrates concern for the safety and welfare of all students.
3. Is aware of the hazards of the playground and observes students carefully.
4. Is aware of the total playground area and all students using it.
5. Adheres to and enforces playground rules and playground discipline policy.
6. Knows and follows the established procedures in case of accidents or injuries.
7. Assists in organizing safe and enjoyable recreational activities.
8. Establishes and maintains good communication with students, staff and administrators.
9. Patrols areas such as restrooms, places out of the direct line of supervision, and other places where students congregate.
10. Supervises and assists children during parent meetings and special events.
11. Assist in monitoring students with state and local testing.
12. Maintains attention on the total area assigned, including light sweeping/mopping of eating areas, wiping down of tables, and throwing away any trash as needed.
13. Basic office work as assigned.

OTHER DUTIES

1. Attends meetings, in-services, seminars and workshops as required.

QUALIFICATIONS

Knowledge of:

1. Student guidance principles and practices.
2. Rules and regulations established for the safety and welfare of students.
3. Interpersonal Skills using tact, patience, and courtesy with students and staff.

Ability to:

1. Learn the procedures, functions and limitations of assigned duties.
2. Read, understand and follow oral and written directions.
3. Understand and follow the District's Proctor Supervision Handbook policies and procedures.
4. Assure regular attendance on the job.
5. Communicate effectively with students and staff.
6. Establish and maintain cooperative working relationships.

Education, Training and Experience:

Experience working with school-age children in an organized educational environment is desirable. Graduation from high school or G.E.D. equivalent is desired.

Licenses, Certificates, Special Requirements:

None.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand and walk for long periods of time, and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District faculty, staff, parents, students and others encountered in the course of work.

WORK ENVIRONMENT

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

The employee generally works in an outdoor setting, with exposure to hot, cold, wet, humid or windy conditions caused by weather, and the noise level is generally moderate to loud.

Board Approval:
Effective:

December 7, 2017
January 8, 2018