JOB DESCRIPTION

JOB TITLE: Child Supervision Assistant

Job Family: Instructional/Student Services

Range: 10

Purpose Statement/s: The job of "Child Supervision Assistant " provides safe and secure supervision of children under the general and specific supervision of certificated personnel; performs a variety of minor clerical and supportive tasks for certificated instructional personnel.

Essential Job Functions:

* **Maintains** vigilant and supervision of children in assigned area or areas.
* **Oversees** and supervises children performing play activities.
* **Assists** in the development of social skills by providing structured opportunities for children to play and communicate with each other.
* **Maintains** a safe and appropriate environment.
* **Maintains** attendance records; communicates with parents as required or requested.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
* **Participates** in various meetings for the purpose of sharing information and/or improving one's skills/knowledge.

Job Requirements - Qualifications:

* **Experience Required:** Prior job related experience paid or volunteer in supervision of children. Incumbents are encouraged to participate in courses, seminars and workshops in the areas of child development and supervision, psychology or guidance.
* **Skills, Knowledge and/or Abilities Required:**

  Skills to perform minor clerical functions, operate standard office equipment, use English in verbal and written form, use correct grammar, punctuation and spelling.

  Knowledge of principles of child development and supervision. Techniques used in controlling and motivating children.

  Abilities to sit for prolonged periods, understand and carry out oral and written instructions, maintain confidentiality of records, meet schedules and deadlines, read/interpret/apply rules, regulations, policies, rapidly learned methods and materials used in a variety of play or activity situations. Significant physical abilities include reaching/handling, talking/hearing conversations, near/far visual acuity. Assume responsibility for supervising students.
* **Education Required**: High School diploma or equivalent.
* **Licenses, Certifications, Bonding, and/or Testing Required**: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Pass the District's adopted Proficiency Examination with a satisfactory score.