LONG BEACH UNIFIED SCHOOL DISTRICT | PERSONNEL COMMISSION *Excellence and Equity*

Class Code: 5255
Salary Range: 916 (NR)

RECREATION AIDE

JOB SUMMARY

Under the supervision of a Principal or designee, provide for and assure a safe, clean and secure environment for students participating in playground, physical education, meal periods and recreational activities; organize and oversee recreational and playground activities; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Maintain control and discipline of students participating in playground, physical education, meal periods and recreational activities; communicate rules and expectations to students; settle disputes; prepare written disciplinary referrals as appropriate. ***E***
- Establish positive relationships with students and staff; promote good public relations with parents and the local community. ***E***
- Communicate with school administration and staff regarding pertinent information such as special events, site programs and observations and incidents relating to specific students. ***E***
- Organize and oversee recreational and playground activities; properly store playground equipment and supplies; apply District policies, procedures and regulations related to assigned activities. ***E***
- Monitor and circulate throughout assigned school areas including playgrounds, sports fields and bus lines; promote safety and acceptable attitudes related to good citizenship, integrity, fair play, sportsmanship and respect for property and rights of others. ***E***
- Apply school nutrition program rules by monitoring and controlling student behavior in the cafeteria lines, dining rooms, lunch benches, restrooms and playground areas; during inclement weather monitor and control student behavior throughout nutrition service periods in classrooms and auditoriums; encourage good manners and proper nutrition; assist cafeteria supervisor after lunch. ***E***
- Conduct periodic inventory and safety checks of playground supplies; perform visual inspections of playgrounds and surrounding areas for potential hazards; report safety concerns to supervisor. ***E***

- Perform incidental housekeeping tasks such as arranging objects, putting items away, wiping down tables, chairs, work and play areas, toys and equipment, creating bulletin boards and displays, and arranging furniture. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students; report playground injuries to supervisor; complete required accident reports. ***E***
- Train new Recreation Aides as directed; schedule Recreation Aide staffing to assure adequate coverage as assigned by the position; may arrange for substitute coverage as needed. ***E***
- Operate a walkie-talkie and radio for emergency assistance as necessary. ***E***
- Attend and participate in meetings, workshops, in-services and training programs. ***E***
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Recreation Aides are part-time playground workers. Recreation Aide assignments may not exceed 19 hours per week. The purpose of their employment is to maintain control and discipline of students participating in playground, physical education, meal periods and recreational activities.

EMPLOYMENT STANDARDS

Knowledge of:

Safe playground practices and appropriate student conduct.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic first aid.

Ability to:

Monitor, observe and report student behavior according to approved policies and procedures.
Understand, apply and explain school rules, regulations and procedures.
Establish and maintain cooperative and effective working relationships with others.
Understand behaviors of school aged children.
Demonstrate understanding and patience toward students.
Administer first aid or necessary physical assistance to ill or distressed students.
Learn District organization, operations, policies and procedures.
Meet schedules and timelines.
Observe health and safety regulations.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.

Complete forms and prepare schedules and routine reports related to assigned activities.
Operate a walkie-talkie.

Training and Experience:

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

WORKING ENVIRONMENT

Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS

Walking or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Lifting and carrying light objects weighing up to ten pounds.
Reaching overhead, above the shoulders and horizontally.
Twisting and turning to monitor student activities.
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate playground equipment.
Seeing to monitor student activities.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.