

CLASS TITLE: Yard Supervisor
Range 4

Basic Function: Under the direction of the principal, supervises activities in the school cafeteria, on the grounds and such other places as may be assigned to see that students exhibit good citizenship, that students are orderly, that students are properly seated in the cafeteria and that students line up properly while loading on to buses.

Representative Duties: (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

Ensure that students are playing in a safe manner
Constantly circulate in assigned area
Encourage good citizenship and reward good behavior
Make referrals to teachers and office personnel for major incidents
Intervene in potentially problem situations
Enforce consequences for minor offenses
Accurately record information to support the principal in suspension or expulsion circumstances
Engage students in organized activities
Visually survey grounds for suspicious and/or unauthorized persons
Refer suspected child abuse or neglect to principal
Report and refer playground injuries to office
Make suggestions on how to improve playground safety
Other related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Supervision techniques
Controlling student behavior
First aid
School rules and regulations

ABILITY TO:

Supervise and control large and small groups of students
Serve as role model for language, appearance and conduct
Gain respect from students and staff
Physically supervise large areas
Make good decisions immediately
Determine what is and is not serious rule infractions
Establish and maintain rapport with staff and students
Maintain composure in emergency situations
Stoop, bend, walk extensively

EDUCATION AND EXPERIENCE:

High School diploma or equivalent (AA preferred)
Work with groups of children

WORKING CONDITIONS:

ENVIRONMENT:

The noise level in the work environment is high. The position requires multi-tasking and the ability to focus in a distracting environment. Strenuous activity is common.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

Adopted: 6/20/05