

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: ELEMENTARY PLAYGROUND SUPERVISOR

SALARY: RANGE 15 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of an assigned site administrator, monitor designated areas on an assigned school campus in accordance with school and organizational rules, policies, and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Monitor and direct student activities in lunch areas, classrooms on rainy days, play areas, restrooms and in areas adjacent to the school buildings.

Inspect, review and monitor campus to deter and prevent inappropriate behaviors and eliminate potential safety hazards.

Maintain appropriate student behavior according to established policies and procedures; enforce established school regulations.

Inform and advise students and others regarding violation of rules and regulations.

Report inappropriate student behavior and assist in the preparation of necessary incident reports.

Assist ill or injured students or students experiencing difficulty by requesting immediate assistance from the office.

Perform variety of clerical functions including answering phones, sorting mail and filing, faxing and copying documents as required.

Prepare documentation including reports, incident write-ups, time out sheets and other documents; report observations and incidents relating to specific students including accidents, fights, inappropriate social behavior and violations of rules and safety conditions.

Assist in keeping work areas in an orderly and clean condition.

Assist and monitor students as they leave or enter the school grounds.

Provide basic first aid as assigned by the position; arrange for emergency medical services as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ▶ Policies, rules, and regulations concerning appropriate student behavior.
- ▶ Organizational and school emergency procedures including fire drills, intruder on campus, and others.
- ▶ Typical playground games.
- ▶ Basic first aid.
- ▶ Health and safety regulations.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Basic record-keeping techniques.

ABILITY TO:

- ▶ Monitor designated areas on an assigned school campus in accordance with organizational and school policy.
- ▶ Inspect, review and monitor campus to deter and prevent inappropriate behaviors and eliminate potential safety hazards.
- ▶ Enforce school and organizational policies, rules, and regulations.
- ▶ Monitor students and respond to situations in a quick and timely manner.
- ▶ Determine appropriate action within clearly defined guidelines.
- ▶ Provide basic first aid.
- ▶ Observe health and safety regulations.
- ▶ Establish and maintain cooperative and effective working relationships with others.
- ▶ Understand and follow oral and written instructions.
- ▶ Communicate effectively both orally and in writing.
- ▶ Maintain routine records related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

OTHER REQUIREMENTS:

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.
- ▶ Some positions within this classification may be required to obtain a First Aid/CPR certification issued by an authorized agency within six months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL DEMANDS:

- ▶ Standing and walking for extended periods of time.
- ▶ Physical agility, stamina and running.
- ▶ Seeing to read a variety of materials and monitor student activities.
- ▶ Hearing and speaking to monitor student activities and to exchange information in person or on the telephone.
- ▶ Bending, crouching, kneeling and stooping to reach students or materials.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.

POTENTIAL HAZARDS:

- ▶ Physical contact.
- ▶ Potential exposure to/direct contact with bodily fluids/bloodborne pathogens.