

GALT JOINT UNION SCHOOL DISTRICT

JOB TITLE: Yard Supervisor

DESCRIPTION OF BASIC RESPONSIBILITIES:

To monitor and supervise students during activities outside individual classrooms, at meals, and recess times to ensure their health and safety and exercise responsibility for their conduct.

SUPERVISOR: Principal or Assistant Principal

TYPICAL DUTIES:

1. Maintains the safety and order of students within assigned areas such as playgrounds, cafeteria, hallways, rest rooms, and buses while enforcing school rules/regulations.
2. Monitors students while eating in assigned classroom/ cafeteria, playground/buses, maintaining orderly student behavior and conduct, assisting students with breakfasts/lunches, dismissing students as directed by site Administrator.
3. Supervises bus lines to promote positive behavior and assist students on and off appropriate buses as needed.
4. Performs crossing guard duties assuring student's safe crossing of streets leading to/from the school campus.
5. Supervise student restrooms for safety measures.
6. Sets up playground equipment and monitors the proper use of all playground equipment and student's play/recreational activities to ensure school rules are followed and student safety in playground areas.
7. Assists students to line up in designated areas when bell rings for class time, recess time and lunch time until teachers arrive, escorting students from classrooms to other academic classrooms as needed.
8. Regularly inspects assigned areas for unsafe conditions and refers potential hazards to the Principal.
9. Anticipates and intervenes to prevent situations that may cause accidents or endanger students' welfare or safety.
10. Follows established procedures in case of accident, injury, or illness, performing basic First Aid to injured students as needed and attends/reports student injuries to appropriate office staff and escort student to office as needed.
11. Assists with discipline consistent with assigned area and intervenes and resolves minor student disputes.

12. Issues disciplinary slips, writes up warnings and discipline cards, and/or refers problems to teacher/Principal, escorting students to site Administrator for misconduct and assist as needed by administrator.
13. Issues written acknowledgement of good behavior.
14. Performs cleanup duties during breakfast/lunch/activities as directed by site Administrator/Cafeteria Lead/Bus Driver.
15. Directs non-students off school grounds.
16. Directs parents and visitors to proper office or classroom.
17. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Age appropriate methods of tutoring and motivating students;
- Use of proper English and grammar
- Children's recreational activities, games, etc.

Ability to:

- Maintain a firm but patient and courteous attitude toward students;
- Maintain a positive and safe environment
- Follow district and school policies related to the conduct, safety, and welfare of students in assigned areas;
- Communicate tactfully and effectively with children;
- Understand and communicate effectively in both oral and written forms;
- Effectively supervise students on school playgrounds and other areas as assigned;
- Exercise tact, diplomacy, and good judgment in dealing with students;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Requires:

- First aid certificate including CPR
- TB Test clearance
- Criminal Justice/fingerprint clearance
- Annual CPI (Crisis Prevention Institute) Training

MEDICAL CATEGORY I:

- Normally located in a work environment with light physical qualifications and requirements.
- Required to perform duties outdoors throughout the school year.
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.

Board Approved: March 21, 2018