

## YARD DUTY SUPERVISOR

### **DEFINITION:**

Under direct supervision of the school principal or designee, to supervise pupils during the eating period and free-day period at the noon recess.

### **QUALIFICATIONS:**

Experience: Supervision of children through youth or service organizations such as scouts, church school classes, recreational groups, etc., would be desirable.

Education: Equivalent to a high school education.

### **DISTINGUISHING CHARACTERISTICS:**

Positions and employees in this class are exempt from the regular classified service. Individuals are employed as needed on a part-time hourly basis, for short working hours on school days only. These employees do not attain permanency; receive step increases or other fringe benefits. They are paid on the variable payroll.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Site Principal or designee, incumbent will:

- Follow school procedures for the supervising of and dismissal from the eating period
- Supervise the free-play period, and return to classes at the end of the free-play period
- Work collaboratively with Custodians and Food Service Workers to ensure cafeteria tables are cleaned

### **KNOWLEDGE:**

- School Procedures

### **ABILITIES AND SKILLS:**

- Work harmoniously with children, teachers, cafeteria workers, and custodial staff
- Exercise good judgment in settling disagreements between pupils
- Learn and enforce school rules in areas of responsibility
- Communicate effectively, speak and write the English language

### **PHYSICAL REQUIREMENTS:**

Vision to observe students; ability to stand for extended periods of time, running, walking, stooping and bending; and hearing and speaking to exchange information.

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

### **WORK ENVIRONMENT:**

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- The noise level in the work environment is usually moderate to loud.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public and outdoors in adverse weather conditions.

### Hazards:

Adverse weather conditions, and potential physical hazards involved in intervening in anti-social behavior.