

JOB DESCRIPTION

PERRIS SCHOOL DISTRICT

SUPERVISION AIDE

Basic Function:

Under the general supervision of the school Principal or his/her designee, supervises designated areas of the campus before school begins, during recess, lunch time, after school dismisses and other times as needed in order to enforce school rules with regard to safety and student behavior.

Representative Duties:

1. Observes and controls behavior of students according to approved procedures.
2. Supervises children on the playground and cafeteria; issues and collects playground equipment.
3. Reports undesirable student playground behavior to the students' teachers and/or the Principal/designee.
4. Organizes and supervises group playground activities when required.
5. Assists students by providing proper examples, emotional support, a friendly attitude and general guidance.
6. Maintains records and files as appropriate.
7. Assures the health and safety of students by following all health and safety rules.
8. Participates in meetings and inservice training programs as assigned.
9. Checks for and reports to the Principal, actual and potential safety hazards.
10. Breaks up fights and takes students involved to site administrator/designee.
11. Enforces the school's clean campus rules.
12. Performs all other related duties as assigned.

JOB DESCRIPTION

PERRIS SCHOOL DISTRICT

SUPERVISION AIDE

Knowledge Of:

1. Student guidance principles and practices.
2. Approved procedures and techniques involved in supervising and disciplining students.
3. Interpersonal relations skills using tact, patience and courtesy.
4. Record keeping techniques.
5. School policies and procedures.

Ability To:

1. Print and write legibly.
2. Understand and follow oral and written directions.
3. Learn methods and procedures to be followed.
4. Communicate effectively with children and adults.
5. Read, interpret and follow rules, regulations, policies and procedures.
6. Establish and maintain effective working relationships with others.
7. Work confidentially with discretion.
8. Communicate effectively both orally and in writing.
9. Understand the needs of students of a variety of ages and interests.
10. Supervise and discipline students according to approved policies and procedures.
11. Learn the procedures, functions and limitation of assigned duties.

JOB DESCRIPTION

PERRIS SCHOOL DISTRICT

SUPERVISION AIDE

Education and Experience:

Any combination equivalent to: graduation from high school and experience in working with youth in an organized setting.

Licenses and Other Requirements:

Valid First Aid Certificate issued by the American Red Cross desirable. CPR Certificate.

Working Conditions:

Work includes indoor and outdoor campus supervision environment.

REVISED BY THE GOVERNING BOARD: July 12, 1990