

ANTELOPE ELEMENTARY SCHOOL DISTRICT
Position Description

POSITION: Noon Duty Supervisor

TERMS OF EMPLOYMENT: Range 1, 180 Days

REPORTS TO: Site Administrator

MINIMUM QUALIFICATIONS:

- Eighth grade diploma or equivalent.
- General good health
- First Aid and CPR certification (may be obtained after employment)

GENERAL SUMMARY

Under general supervision of the site administrator, responsible to supervise students during the lunch periods to ensure that playground rules, regulations and courtesies are followed, that safety protocols are observed, and to perform other duties related to this job.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Supervises playground, cafeteria and other campus areas as assigned.
- Enforces school rules concerning appropriate student behavior and attitudes.
- Responsible for the safety and supervision of all students on the playground and encourages student participation in organized activities.
- Assumes responsibility for play equipment when necessary.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation, vocabulary and arithmetical concepts.
- Ability to understand and apply rules, regulations, procedures and policies.
- Ability to establish and maintain effective working relationships with students, parents, teachers and administrator.

WORKING CONDITIONS

- Moderate physical effort standing, walking and/or running for extended periods of time. Lift, move and use physical education game materials and equipment.
- Moderate stress level.

ENVIRONMENTAL CONDITIONS

- Primarily outdoor playground and multi-purpose room environment.

- Temperature – normal climate, occasional adverse weather conditions.

CONTACTS

- Daily contact with students, teachers, all school and district staff.
- Occasional contacts with parents and community members.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.