

## **YARD/NOON SUPERVISOR**

### **DEFINITION**

To supervise and monitor the behavior of students participating in school sponsored events and/or school related activities outside of the classroom environment; to enforce applicable sections of the education code, District policies and procedures, and individual school rules; to participate in the maintenance of a safe, orderly and positive school environment; and to function as a cooperative and productive team member.

### **DISTINGUISHING CHARACTERISTICS**

This job class functions at the entry to journey level of performance. This classification is distinguished from the Instructional Assistant series by the fact that duties assigned are non-instructional and are performed outside of the classroom. Employees in this classification perform responsible but highly defined procedural tasks. Assigned duties fall within established parameters and there is less variation in the type of duties assigned or the amount of discretion assumed. This job class required the ability to communicate and interrelate positively and effectively with students, students, parents, teachers, and other staff members.

### **SUPERVISION RECEIVED**

Receives direct to general supervision from school site administrator or his/her designee.

### **EXAMPLES OF DUTIES:** Duties may include, but are not limited to, the following:

Supervises students at assigned site, facility, and/or activities outside of the classroom and implements student discipline in accordance with District policies and educational codes.

Observes and monitors students' behavior at all times; remains alert to problems/situations likely to disrupt the school site environment and/or be physically injurious to persons or property.

Establishes and maintains rapport with faculty and students in order to gain trust, acceptance, and confidence.

Assists school site administrator and certificated staff members with preventive discipline process and procedures at assigned site/activity explains school rules to students and informs students of acceptable school behavior.

Intervenes in situations likely to result in disruption or injury in a timely and appropriate manner; directs students to refrain from such conduct and initiates further action in accordance with District policy and procedures.

Escorts students to the school administrator in cases of serious or repeated violations and in accordance with District policies and administrative directives.

Intercepts non-students on school campus during school hours to ascertain the nature and appropriateness of the visit; directs visitor to office or to leave the campus; notifies school site administrator immediately if any visitor fails to comply with directive or otherwise creates a problem.

Acts as resource to students; responds to questions, actively communicates with students, and interacts with students in a positive and affirming manner.

Attends in-service training, parent conferences, and after-school meetings as required.

Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Proper English usage and grammar.

Basic and age appropriate methods of supervising and interacting with students.

### **Ability to:**

Learn District's policies and procedures related to student supervision and support.

Understand and follow both oral and written instructions.

Communicate effectively and positively in both oral and written forms.

Supervise students effectively and positively in a variety of situations.

Maintain routine records, logs, and files.

Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.

Establish and maintain effective working relationships with those contacted in the performance of required duties.

## **LICENSES AND CERTIFICATES**

May require possession of a valid and appropriate California State driver's license.

**TRAINING AND EXPERIENCE:** Any combination of training and experience which would provide the required knowledge and abilities. A typical way to obtain the required knowledge and abilities would be:

**Training**

The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance.

**Experience**

One (1) year working with and supervising the activities of groups of children is desirable.

**TYPICAL PHYSICAL REQUIREMENTS**

Standing and walking short distances for extended periods of time daily. Twisting, bending, stooping, and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required. Corrected hearing and vision to normal range; verbal communications required.