NORTH MONTEREY COUNTY UNIFIED SCHOOL DISTRICT

NOON HOUR/YARD DUTY SUPERVISOR

SUPERVISOR: Site Administrator Range: 18

EVALUATOR: Site Administrator Work Year: 9.5 Months

Responsibilities:

Under the general supervision of the Principal or the designee, and within a broad framework of laws, policies, and procedures, supervises children while on the school grounds and school buildings. Maintains order and discipline through various approved supervision techniques including proactive prevention strategies. May also assist the schools staff in the supervision of student detention periods and other behavior modification activities. May also perform other related duties as assigned.

Qualifications:

A combination of experience and education equivalent to graduation from high school and two years experience in working with children. Eighteen years of age or older with the physical strength and stamina to move quickly about the campus and actively supervise for extended periods of time. Must be able to work indoors and outdoors and to work in a positive and tactful manner with all ages of students. Must be able to follow oral and written directions and to keep written records of student behavior as required. Must be able to maintain cooperative working relationships with students, parents, teachers, co-workers, the administration, and others encountered in the course of the daily duties. These positions require good knowledge of spoken and written English and may require good knowledge of written and oral Spanish or another target language.

Examples of Duties:

- Supervise students in dining rooms and cafeteria lines to ensure appropriate behavior and safety.
- Supervises campus areas to encourage a positive interaction between students.
- Watches for and is alert to the entry upon campus of unauthorized persons or loiterers. Approaches such persons to ascertain their business and directs them or reports their presence to the administrator or other school personnel.
- Enforces school rules and procedures.

- Works with other school staff to maintain communication with the students' parents in a manner that fosters cooperation and a positive impression of the school.
- Assists students who have become injured or are in need of medical attention.
- Perform other related duties as assigned.