

## SCHOOL SUPERVISION AIDE

### DEFINITION

Assists in maintaining proper environment and student control at an elementary or secondary school.

### TYPICAL DUTIES

Performs regularly scheduled non-classroom supervision duties, supervising students in the cafeteria, indoor assembly areas, outdoor eating areas, halls and restrooms, on the playground and in other areas to which assigned.

Enforces activity and safety rules in school buildings and on school property.

Reports problems of a serious nature, including recurring behavioral problems and safety hazards to the Principal, or another designated certificated employee.

Works with the school staff in alleviating behavioral problems occurring during supervision periods.

Assumes responsibilities in inclement weather as assigned by the Principal or other certificated employee.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A School Supervision Aide assists certificated employees in maintaining a proper behavioral environment at elementary or secondary schools.

A Playground Worker assists a Playground Supervisor or Senior Playground Supervisor in conducting recreational activities on a school playground.

### SUPERVISION

General supervision is received from the Principal and/or other certificated employee as assigned. A School Supervision Aide does not exercise supervision over other District employees.

### CLASS QUALIFICATIONS

#### Knowledge of:

Safety rules and conditions to be maintained by students  
Standards of courtesy and behavior expected of students  
Games and sports in which students participate

#### Ability to:

Maintain acceptable standards of behavior among students  
Maintain poise, exercise tact and good judgment  
Encourage students in games and activities  
Work effectively with District personnel, community representatives, parents and students

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or its equivalent is desirable.

### Experience:

Experience in working with youth is desirable.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

New Class  
03-12-03  
MA

Reviewed  
05-05-08  
PH