

**CAPISTRANO UNIFIED SCHOOL DISTRICT**

San Juan Capistrano, California

**ELEMENTARY SCHOOL STUDENT SUPERVISOR**

**SUMMARY**

Under the direction of site administration, supervise students and facilities during lunch and recess; and do related work as required.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address operational needs and changing business practices.*

- Supervises or assists in the supervision of eating areas and play areas.
- May supervise students in additional outdoor areas as needed.
- May supervise indoors if weather or other issues require students to remain indoors at recess.
- Enforces school procedures related to eating areas, including cleaning lunch tables and trash disposal.
- Assists students in opening containers.
- Supervises playground activities during recess.
- Enforces school rules and safety regulations.
- Patrols student restrooms.
- Ensures that no unauthorized persons are on school grounds during recess and that students do not leave the grounds during that time without permission.
- Reports unsafe conditions.
- Uses positive reinforcement strategies and other appropriate techniques to assist students in the development of appropriate behavior and an appreciation of human diversity
- Uses good judgement regarding appropriate action to assist an injured or physically ill student
- May administer first aid and report accidents.

**MINIMUM QUALIFICATIONS**

**Knowledge of**

- Elementary school children's behavior and characteristics
- Acceptable methods used in controlling students in lunch recess situations
- Ability to learn and enforce school rules and safety regulations
- Recognize and report danger to students or school property
- Works firmly, tactfully, and effectively with students and the public
- Understand and carry out oral and written instructions
- Work cooperatively with others

- Appreciate human diversity
- Project voice and communicate effectively with others
- Move rapidly and freely about the campus throughout the work shift
- Assist injured students.
- Comply with the District's customer service standards, as outlined in Board Policy

### **EMPLOYMENT STANDARDS**

#### **Experience**

- None required, but some experience working with elementary school age children is preferred.

### **WORKING CONDITIONS THAT MAY OCCUR**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.*

#### **Environment**

- Work is performed outdoors while patrolling and monitoring campus. Occasional indoor supervision required.

#### **Physical**

- Primary functions require sufficient physical ability and mobility to stand, walk, occasionally stoop, bend, kneel, crouch, reach, grasp and twist.
- Work in various weather conditions.