JOB DESCRIPTION

San Leandro Unified School District

Playground Supervisor

Purpose Statement

The job of Playground Supervisor is done for the purpose/s of providing assistance to and supervision of students during recesses, lunchtime, and at other times assigned by the site supervisor.

This job reports to the site principal or designee.

Essential Functions

- Supervises students at play and while eating in a variety of different settings.
- Assists students during their mealtimes
- Assists staff during meal times.
- Facilitates and mediates the peaceful resolution of conflicts.
- Directs the movement of students to and from different areas on campus in a safe and organized manner.
- Organizes group games and activities as needed.
- Evaluates student injuries, notifies the office staff and/or site administration, performs minor first aid as appropriate, and completes injury reports.
- Responds to emergency situations (injured students, student fights, natural disasters, etc.) for the purpose of resolving safety concerns.
- Reports unauthorized activities
- Enforces school rules and safety standards.
- Follows appropriate disciplinary procedures and techniques in accordance with site and district policies and procedures.
- Assesses and reports any security and safety issues related to facilities and/or the general school environment.
- Works cooperatively with others.
- Communicates with teachers and other staff about student concerns as appropriate.
- Supports teachers and site staff with the supervision of students.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks. Specific skill based competencies required to satisfactorily perform the functions of the job include: resolving conflicts and problems; supervising and leading students; communicating effectively; reading, writing, and speaking fluently.

KNOWLEDGE is required to understand school rules and policies; understand safety procedures and protocols; perform basic first aid; use conflict resolution strategies and techniques; and understand school discipline policies and procedures.

ABILITY is required to supervise students and communicate with a variety of different people at school sites. Flexibility is required to independently work with others in a wide variety of circumstances. Ability is also required to: work with a significant diversity of individuals and/or groups; utilize a variety of job-related equipment; problem solve and resolve conflicts; communicate with diverse groups; maintain confidentiality; communicate fluently both verbally and in writing with students, teachers, staff, parents, and community members; and exercise good judgment.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing and leading students; communicating with staff, students and parents effectively; and ensuring the safety of students and staff.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, climbing, and/or crawling; and some fine finger dexterity. Generally the job requires 60% walking, 30% standing, and 10% sitting. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing

Pre employment qualification exam.

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt	Pending: 12/12/17	27