

STARK COUNTY CUSD #100

Job Description

Job Title: NOON DUTY/PLAYGROUND SUPERVISOR

Reports To: School Principal

Work Year: 171 – 175 days

Work Day: 1 – 3 hours

Job Goal: Under supervision of the site principal, to provide safe and constant lunchroom and playground supervision of students during recess periods and at other times as assigned by the site principal; and to do related work as assigned.

Essential Requirements: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability needed for the position:

1. Knowledge of activities and interests of children
2. Knowledge of positive reinforcement skills
3. Ability to exercise tact, patience, kindness and positive attitude.
4. Ability to remain energetic and enthusiastic about children.
5. Ability to be physically involved in group activities.
6. Ability to be reliable in attendance and execution of duties.
7. Ability to establish and maintain friendly, cooperative and effective working relationships with all persons contacted in the course of work.
8. Ability to Establish and maintain friendly, cooperative and effective relationships with students.
9. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students and staff;
10. Ability to understand and follow oral and written instructions;
11. Ability to maintain confidentiality of students and their records;
12. Ability to supervise individual or groups of students in an instructional setting without constant teacher oversight; work in a team situation;
13. Ability to work effectively in an environment which can be both physically and emotionally fatiguing; perform physically demanding requirements of the job;
14. Ability to demonstrate standards of moral character and behavior to serve as an effective role model for students;
15. Ability to demonstrate a positive attitude in working with children with special needs
16. Ability to direct and respond appropriately to students;
17. Ability to occasionally work with students who may exhibit aggressive behavior, as required of specific job assignment;
18. Ability to occasionally support students with medical or health needs
19. Ability to occasionally perform physical activities which may include: moving and/or lifting of students with physical disabilities; moving, lifting, and/or physically restraining of students with emotional and/or behavioral disabilities;
20. Ability to perform physical activities which may include frequent standing, walking, bending, and/or lifting;
21. Ability to occasionally assist students with personal hygiene tasks, assist students with injury and/or illness that could result and possible exposure to bodily fluids;

22. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

Essential Duties and Responsibilities: Duties may include, but are not limited to the following:

1. Be aware of and implement all site playground rules and regulations.
2. Supervise and monitor students during assigned playground supervision periods.
3. Utilize appropriate disciplinary procedures and techniques in accordance with the school site discipline plan.
4. Be aware of and enforce school safety standards at all times.
5. Report any unsafe playground conditions, including equipment, to the site principal immediately.
6. Alert the teacher to any problem or special information about an individual student;
7. Serve as a source of information and support to any substitute teacher assigned in the absence of the regular teacher
8. Provide supervision of student in buildings or other school areas and school related activities as directed by the principal (i.e., hall duty, at assemblies, in lunch and playground areas, or with school buses as required);
9. Act as a friendly ambassador for the Stark County School District;
10. Perform such other tasks as may seem to be appropriate to the Board or Administration;
11. Participate in in-service programs as assigned;
12. Maintains satisfactory attendance, as defined in District policy and regulations
13. Assist education teaching staff with implementing individualized education plan (IEP);
14. Serve as mandated reporter to Department of Children and Family Services

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Criminal Justice Fingerprint Clearance; and
2. Blood borne Pathogen Training/Hepatitis B Shot Series/Training as designated by the District.

PHYSICAL DEMANDS: Must maintain the ability to perform the essential functions of this job.

1. Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.
2. Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.
3. Ability to operate recreation equipment with dexterity and in a safe and efficient manner.
4. Ability to work in indoor and outdoor work environment subject to varying weather conditions
5. Ability to work in condition requiring bending, crouching and kneeling to assist students; pushing/pulling and lifting of recreation equipment; standing/walking for prolonged period of time; occasional running and jumping; and reaching in all directions.

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.