

# ROSS VALLEY SCHOOL DISTRICT

## NOONTIME SUPERVISOR

### SUPERVISION EXERCISED AND RECEIVED:

Under supervision and direction of Principal.

### EXAMPLE OF DUTIES AND RESPONSIBILITIES:

- Supervises lunch areas, playgrounds, restrooms, hallways, or other areas assigned by the Principal with particular attention being given to the health, safety, and conduct of the children involved;
- Organizes and directs games and recreational activities on the playground;
- Dresses appropriately for a school setting;
- Attends orientation meetings and confers with the Principal and staff for clarification of policies and practices;
- Uses a firm but courteous attitude toward children while maintaining consistent routines and enforcing school rules;
- Exercises own authority in minor discipline problems, refraining from the use of corporal punishment, and refers more serious problems to the designated authority;
- Distributes lunches to students/record keeping;
- Other related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Knowledge of:

- General school procedures, practices and equipment;
- Children's recreational activities involving sports, games, arts and crafts;
- First aid procedures.

#### Ability to:

- Organize and supervise children in games, play or group activities;
- Establish and maintain effective relationships with students and adults;
- Operate simple office machines and equipment;
- Follow appropriate first aid procedures in case of accidents;
- Make sound, independent decisions;
- Meet the physical requirements necessary to safely and effectively perform assigned duties;
- Maintain effective work relationships with those contacted in the performance of required duties;
- Learn and follow the practices, rules, and regulations of the District and the school to which assigned;
- Maintain the confidentiality of school related information.

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EDUCATION:

- High School graduate or the equivalent.

EXPERIENCE:

- Experience organizing and supervising children in educational and/or recreational programs.

Last Approved: July 10, 1985  
Last Revised: December 2004