

## **STUDENT SUPERVISION AIDE**

CL:2

### **Definition:**

This para-professional position is performed under the direct supervision of the school site principal and/or other certificated personnel as may be designated by the principal. This position is designated primarily to insure the safety, welfare, and behavior of students in accordance with applicable district policies, school directives, and oral and written instruction received from supervisors.

### **Duties:**

Maintains order and discipline of students throughout areas of responsibility as assigned by the school principal, such as cafeteria, playgrounds, walkways, and in general, all outside areas; Enforces district policies and school directives, oral and written, relative to the safety, welfare, and behavior of students; Supervises students assigned to work in the cafeteria as the result of disciplinary action by the school principal; Assumes "rainy day" responsibilities assigned by the school principal; In a courteous but firm way, confronts strangers or other unauthorized persons on or near the campus to ascertain their reasons for being there, takes appropriate action such as directing them to the office, asking them to leave the area, calling for assistance, etc.; Supervises student activities as directed; Encourages and promotes basic courtesy and respect of students for others; administers first-aid as necessary and completes accident reports as required; Refers student disciplinary cases in accordance with proper procedures to the school principal; Periodically checks students restrooms and other areas on campus where student misbehavior may occur; Reports directly to the principal on any matters of concern relative to the duties and responsibilities of this position; Performs other duties reasonably related to the job class.

### **Minimum Qualifications:**

**Knowledge:** Basic knowledge of first-aid procedures and recreational activities authorized at school.

**Ability:** Ability to command respect of students; Direct students in proper behavior; Ensure their compliance with expected standards of courtesy and respect for others; Confront strangers or other unauthorized persons on or near the school campus to ascertain their reasons for being there, and then make appropriate action such as directing them to the school office, or warning them to leave the area, etc.; Understand and carry out oral and written

instructions.

**Experience:** The skills, knowledge, and abilities listed above would typically be acquired through attaining some successful experience in working with children and organizing them for games and other constructive activities.

**Education:** Completion of the eighth grade or equivalent.

**Normal Terms of Service:**

Two to three hours per work day, ten months per year.

**Immediate Supervisors(s):**

School Site Principals  
Certificated personnel designated by the principal

**Reporting Supervisor:**

School Site Principal

**Reviewing Officer:**

School Site Principal