

Definition:

Under the supervision of the Principal or designee, this position provides effective supervision of middle school students at a comprehensive middle school campus before school, after school, passing periods, and lunch. Supervision of middle school students throughout the school campus includes, but is not limited to, the playground, cafeteria, hallways, student restrooms, student locker rooms, school entry and exit points, the school bus zones, and provide supervision of middle school students crossing the street within a marked crosswalk. Provide Supervision of middle school students during school events

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Provide effective and active supervision of middle school students throughout the day, during assigned playground supervision periods, and during meal times.
2. Attend monthly professional development
3. Maintain Crisis Prevention Intervention (CPI) training Certificate
4. Maintain Nonviolent Crisis Intervention (NCI) training Certificate
5. Assist middle school students with appropriate cafeteria behavior when lining up, having lunch, and leaving the lunch area in an orderly manner.
6. Provide a safe, clean and orderly lunch period for all students.
7. Responsible to assist custodians in setting up and taking down lunch room tables.
8. Assist in cleaning table tops and benches in the cafeteria.
9. Be aware of and implement all site playground rules and regulations.
10. Maintains order of middle school students and reports any students not following safety or school rules to school administrator.
11. Utilize and implement positive behavior supports, disciplinary procedures, and techniques in accordance with the School Site Plan.
12. Report any unsafe playground conditions, including equipment, to the site administrator immediately.
13. Provides adult supervision of students before they reach school grounds.
14. Stops traffic to assist students and adults in crossing the street safely.
15. Reports reckless motorists or anyone creating an unsafe situation at school crossings to school administrator.
16. Recognize that an emergency situation exists and know how to request emergency assistance.
17. Be aware of and enforce school safety standards at all times.
18. Recognize and report any security concerns to the site administrator immediately.
19. Organize and monitor structured playground activities utilizing Play Works strategies.
20. Understand the School Site Safety Plan and respond appropriately to emergency situations.

21. Collaborate with Principal and attend regular trainings on positive behavior intervention and support systems (PBIS), Capturing Kids Hearts (CKH), progressive disciplinary procedures, and safety procedures.
22. Collaborate with campus supervisors and recreation leaders to implement school plan.
23. Maintain appropriate professional relationship and demeanor with students.
24. Encourages and promotes courtesy among middle school students on the school site.
25. Other related duties as assigned.

Minimum Knowledge, Skill, and Ability:

Training and Experience: High School diploma or GED and six months' experience working with children in a structured environment or (6) semester units of college level classes in child behavior, child growth and development, education, or child psychology required.

Skills and Ability:

- Knowledge of general needs and behavior of middle school students.
- Knowledge of the English language.
- Playground supervision and safety principles.
- Ability to establish and maintain effective relationships with adults and middle school students.
- Ability to understand and carry out both oral and written directions.
- Ability to maintain schedules providing for regular supervision of middle school students as assigned.
- Ability to work cooperatively with others.
- Work outdoors in all types of weather.

Physical Requirements and Working Conditions:

- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp.
- Require vision (which may be corrected) to read small print.
- May perform work which involves some lifting, pushing and/or pulling of objects.
- Is subject to inside and outside environmental conditions.
- May be required to work evenings or weekends.
- Ability to stand and walk long periods.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range: 20

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting	X		
Standing			X
Walking			X
Bending (neck)			X
Bending (waist)		X	
Kneeling	X		
Reaching		X	
Stooping	X		
Crawling	X		
Twisting (back & neck)			X
Climbing	X		
Pushing/Pulling		X	

Lifting				Carrying		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.		X			X	
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data	X		
Organize		X	
Write	X		
Plan	X		
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
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Job Title: SUPERVISION AIDE II

Lancaster School District

June 2023

Telephone	X		
Copier	X		
Computer	X		
FAX Machine	X		
Radio			X

Board Approval: June 20, 2023