

Napa Valley Unified School District

Position Description

Position: Supervision Assistant	Position Number:
Department/Site: Various	FLSA: non exempt
Reports to/Evaluated by: Site Administrator/designee	Salary Grade: \$16.00/hour

Summary

Provides assistance and supervision for children during lunch and/or assigned recesses to ensure a positive and safe environment. The Supervision Assistant reports to the principal or designee.

Distinguishing Career Features

The Supervision Assistant is an entry level position providing assistance to school staff by monitoring student conduct to encourage safe, courteous behavior in accordance with school rules. Successful performance in this position is helpful for advancement to other instructional support and/or child care positions when vacancies exist and application process completed. Specific schedule is determined by the site principal based on need. Employees in this position are eligible for permanent status upon successful completion of the probationary period, no longer than one year from hire date.

Essential Duties and Responsibilities

- Supervises students at lunchtime and/or playtime and maintains a harmonious atmosphere by encouraging peaceful resolution of minor conflicts.
- Circulates through cafeteria, eating areas, playground and outside restrooms; observes and responds to behaviors and surrounding conditions in order to ensure security and safety of students.
- Enforces school rules concerning the health, safety and polite behavior of students using positive reinforcement and corrective techniques, ideally in a 5:1 positive to corrective ratio. Establishes and maintains positive relationships with student while remaining within appropriate boundaries.
- Helps students in cafeteria line and throughout lunchtime or snack time by opening packages, directing students with age-appropriate clean up tasks and assisting with additional clean up as needed.
- Responds to emergency situations for the purpose of resolving immediate safety concerns; seeks assistance when appropriate.
- Evaluates minor student injuries, determines course of action; arranges for students to be escorted to the office when needed. Follows established protocols in cases of major injury or illness.
- Directs movement of students from one area to another in an orderly and safe manner.

- Ensures games are inclusive and fair. Helps clarify rules as needed
- Assesses playground equipment to ensure student safety. Takes appropriate steps to limit student access and report problems. Assumes responsibility for collection and storage of play equipment.
- Observes campus for unauthorized visitors. Reports unauthorized persons and activities on school grounds to appropriate authority.
- Maintains appropriate certifications and training hours as required
- Interacts professionally with students, staff, parents and community members.
- Attends work regularly and punctually. Follows absence call in procedures as directed by the school site or district.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires some knowledge of child development and age-appropriate conflict management and discipline approaches. Ability to understand and communicate in English and perform basic mathematics computation. Knowledge of, or ability to learn, district/school systems of student behavior management.

▪ Abilities

Requires the ability to work successfully with young children. Must work well with others from diverse backgrounds. Must be able to learn school rules and procedures and be able to reinforce appropriate behavior of children in a positive and age-appropriate manner. Ability to recognize danger to students and to school properties. Ability to assert oneself in order to maintain order and control in normal and emergency situations. Ability to effectively communicate with students, teachers, parents and members of the community. Ability to exercise good judgment including maintaining confidentiality. Ability to work calmly and non-emotionally when confronted with interruptions, conflict and misbehavior of students or visitors. Ability to learn and implement proper playground supervision and conflict resolution techniques. Basic computer, internet and email skills required. Ability to speak and understand Spanish is desirable.

▪ Physical Abilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Requires the employee to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arm. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds. The employee may occasionally climb stairs. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and Experience**

High school diploma or equivalent preferred. Prior experience working with children in groups preferred.

- **Licenses and Certificates**

Current fingerprint and tuberculosis clearance required. Other state-mandated trainings may be required. First aid/CPR training desirable.

- **Working Conditions**

Work is primarily performed outdoors where some health and safety considerations exist from exposure to sun and occasionally inclement weather and from objects or children in motion during playtime. Noise level is moderate, occasionally high when students are indoors eating or playing on rainy days.