CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: NOON DUTY SUPERVISOR

BASIC FUNCTION:

Under general direction of the school principal or designee, monitor students on playgrounds, cafeteria, and other designated areas during non-instructional time, and perform related duties as directed.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Supervise students and maintain a safe and positive environment on school grounds;

Assist with emergency situations;

Maintain order and perform assigned duties in the cafeteria, playground, and/or other designated areas;

Maintain confidentiality regarding students at all times;

Maintain appropriate professional relationships and demeanor with students;

Report details of accidents to the principal or site secretary.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
District and school policies, rules, and regulations;
General social and emotional characteristics of students;
General safety practices;
Conflict resolution techniques.

ABILITY TO:
Work effectively and efficiently with all levels of District personnel;
Communicate effectively;
Issue understandable instructions;
Maintain acceptable standards of behavior among students;
Complete and understand simple forms;

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience (minimum one year) to demonstrate the knowledge and abilities listed above, including experience working with school age children in an organized setting. CPR/First Aid certification desirable.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor/outdoor school environment
Cafeteria
Playground
Other school settings as needed

PHYSICAL DEMANDS:
Walking.
Reaching overhead, above shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Hearing and speaking to exchange information.
Seeing to monitor student activities.
Standing for extended periods of time.

HAZARDS:
Exposure to adverse weather conditions, extreme heat/cold
Exposure to playground equipment/play environment