

## JOB DESCRIPTION National School District

### Campus Student Supervisor

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#### Purpose Statement:

Under the direction of the site administrator or designee, the job of "Campus Student Supervisor" is done for the purpose/s of providing for the safety and welfare of students during non-instructional activities; communicating observations and incidents that may impact a student's development or general wellbeing to other school personnel; assist in general supervision of students in special activities as required (i.e. crosswalk, bus zone, assemblies and extra activities), assists in cleaning all student eating areas and provides appropriate emergency care as may be necessary.

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#### Essential Functions

- **Administers** first aid for the purpose of providing emergency care.
- **Assists** students during transit to and from the cafeteria and playground for the purpose of ensuring student safety.
- **Maintains** eating areas for the purpose of providing a clean and healthy environment for students. Duties would include disinfect and clean the tables and counters, assist in spot mopping cafeteria area, keep debris off floor and under tables, assists in trash bag change and disposal during breakfast and lunch, and wiping spills.
- **Monitors** students during before and after school, breakfast, lunch periods and recesses within a variety of school environments, (e.g. cafeteria, restrooms, playgrounds, hallways, classrooms, bus stops, pick-up and drop-off areas, crosswalks, parking lots, etc.) for the purpose of providing for the safety and welfare of students.
- **Reports** observations and incidents to appropriate school personnel relating to specific students (i.e. discipline, accidents, illnesses, etc.) for the purpose of communicating information to teachers, parents and administration.
- **Supervises** safe use of playground equipment for the purpose of providing a safe & healthy environment for students.

#### Other Job Functions

**Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Facilitates** games and other activities among students for the purpose of providing age appropriate activities.

**Performs** other related duties and assignments as required.

#### Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities

Working knowledge of basic written and spoken English.

Knowledge of playground safety, student safety and basic first aid.

Abilities to stand and walk for prolonged periods, use of a two-way radio and follow protocols and procedures. Significant physical abilities include stooping, lifting, talking/hearing and far visual acuity/depth perception.

**Responsibility**

Responsibilities include working under limited supervision following standardized practices and/or methods.

**Working Environment**

Work is performed primarily on school campus environment; Generally, the job requires 25% walking and 75% standing. Ability to withstand exposure to adverse weather conditions.

**Experience** Job related experience is desired.

**Education** High School diploma or equivalent preferred.

**Required Testing**

Pre-Employment Drug Screening  
Pre-Placement Physical Exam

**Certificates & Licenses**

None Specified

**Continuing Ed/Training**

None Specified

**Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

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**FLSA Status**

Non-Exempt

**Approval Date**

2-28-18

**Salary Grade**

Clafd 8