

WINDSOR UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Yard Duty Supervisor

DEFINITION: Under the general direction of the site administrator, uses basic good judgement to supervise students on school grounds and/or in the cafeteria or lunch area, maintaining order and safety in accordance with specific rules at each site.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Supervises students on school grounds, while exiting, entering or waiting for the bus
- Assists administration and the custodial staff in identifying unsafe conditions and/or faulty equipment on the school grounds
- Observes and shares students' behavior with certificated staff
- Supervises students at meal periods in the eating areas, maintaining order and assuring compliance with school rules and safety regulations
- Excuses students from cafeteria or lunch area in accordance with procedures set by the particular school
- Escorts students from one area of the site to another as assigned by the site administrator or other certificated staff
- Assists certificated staff in supervising, escorting, accounting for and aiding students, and in facilitating inter-staff communications in the event of a disaster or emergency during school hours
- Attends necessary and appropriate meetings and participates in staff development sessions as required by the Superintendent or site administrators
- Regular attendance at workshops and programs that support student welfare and create positive school climate
- Performs other duties assigned by the site administrator or Superintendent, in conformance with legal requirements and district policies

REQUIRED QUALIFICATIONS

ABILITY TO:

- Relate positively to students, staff and the public
- Understand and carry out oral and written directions
- Stand, walk, travel about the school grounds in the course of supervising students
- See, identify and monitor students and their activity, both nearby and at a distance
- Learn and follow the practices, rules, and regulations of the district and the school to which assigned
- Maintain the confidentiality of school related information
- Maintain cooperative relationships with those contacted in the course of work
- Consistently model appropriate behavior related to a positive school climate
- Possess or obtain CPR Certification
- Basic First Aid

EDUCATION:

- High school diploma or equivalent

EXPERIENCE:

- Evidence of successful work experience within or outside the home
- Experience working with children or in youth related activities

DESIRABLE QUALIFICATIONS

- Ability to communicate in Spanish
- Conflict management training

STATUS OF THE POSITION

- Yard Duty Supervisors who additionally serve in another regular classified position shall have the Yard Duty service added to other bargaining unit service
- Yard Duty Supervisors serving less than two hours are excluded from the bargaining unit

First Reading: March 17, 1998

Board Approved: April 7, 1998

Reviewed by Classification Study Committee: July 27, 2016

Approved: 7/17/18