

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

NOON DUTY/ PLAYGROUND SUPERVISOR

DEFINITION

Under direct supervision of the school principal or other delegated certificated employee, works as a leader and overseer of the recess/lunch period activities of pupils at a district school; to write simple reports; and to perform related work as required.

EXAMPLE OF DUTIES*

- Supervises games and other lunchtime activities. E
- Issues or supervises the issuance of playground supplies approved for use in recess/lunchtime outdoor activities. E
- Maintains order and performs other assigned duties in the cafeteria and/or outside eating areas. E
- Renders first aide in an emergency. E
- Reports details of all accidents of any kind to the principal or school office manager in order that a complete accident report will be prepared according to district regulations. E
- Supervises lunch, playground and hall areas as instructed. Supervises rest room area for proper use. E
- Is alert to safety factors on the playground, lunch area and rest rooms. E
- Knows and follows the established procedures in case of accidents or injuries. E
- Intervenes with pupils who do not comply with school rules, in accordance with principal/teacher direction, e.g., through conflict resolution techniques, loss of playground privileges, or referral. E
- Reports unusual events and/or safety hazards to principal. E
- Enforces the behavior expectations of individual school site. E

*Task statements coded with letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

QUALIFICATIONS

Knowledge of:

- Behavior of children and adolescents.
- Basic English usage.
- Good communication skills.
- Appropriate safety precautions and procedures.
- Playground rules.
- Basic school safety rules.

Ability to:

- Understand and communicate verbally.
- Read and write English.
- Resolve playground disputes.
- Give clear, concise directions to children concerning playground behavior and rules.
- Treat minor wounds.
- Establish and maintain effective relationships with those contracted in the course of work.
- Apply conflict resolution techniques.

TERMS OF EMPLOYMENT

- Normally assigned for approximately 1-2 hours per day.
- Renewable annually.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks that may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected) Read small print See small objects at a distance of 25' Walk over uneven terrain Use peripheral vision</p>	<p>To perform tasks such as to: Maintain accurate records Retrieve equipment Perform duties on courts and fields Supervise students</p>
<p>Hearing: (which may be corrected) Hear sounds which warn of potential danger Have tolerance to be exposed to noisy conditions</p>	<p>To perform tasks such as to: Respond to emergency situations Supervise groups of children</p>
<p>Speech: Speak with a level of proficiency and volume to be understood in face-to-face public contacts Speak with a level of proficiency and volume to be understood in conditions of high noise level</p>	<p>To perform tasks such as to: Supervise students Guide student activities</p>
<p>Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow Extend arms to reach outward and upward; use hands and arms to lift objects Turn, raise, and lower head Twist and bend at torso</p>	<p>To perform tasks such as: Lead and participate in games Store and retrieve equipment Supervise students Participate in games</p>
<p>Lower Body Mobility: Stand for prolonged periods of 50 minutes Step over objects</p>	<p>To perform tasks such as: Participate in games and sports Supervise students</p>
<p>Strength: To lift, push, pull, and/or carry objects which weigh as much as 30 pounds on a frequent basis</p>	<p>To perform tasks such as to: Set up equipment</p>
<p>Environmental Requirements: Constant work interruptions and high noise level Exposure to sun and wind without effective protection, work around dirt/dust, and work outside Work cooperatively with others</p>	<p>To perform tasks such as to: Supervise students Supervise outdoor activities Plan and coordinate playground activities</p>
<p>Mental Requirement: Read and write at a simple level essential for successful job performance Remain current in first aid techniques Judgment Learn quickly and follow written/verbal procedures and standards Process information quickly and make quick decisions Listen Give verbal/written instruction</p>	<p>To perform tasks such as to: Maintain basic records Attend safety training inservice Avoid hazards to safety; select age/ability appropriate activity; assess injury situations Assist teachers with activities Work safely and effectively with students Understand student questions and concerns Supervise and intervene in student conflicts</p>

Approved by Personnel Commission: 8/4/97

Adopted by Board of Trustees: 8/20/97