



American Indian Model Schools

171 12th Street 3rd Floor
Oakland, CA 94607

STUDENT SUPERVISION AIDE

Basic Functions:

Perform a wide variety of routine duties requiring good communications skills by assisting school staff in supervising students in eating areas, traffic areas, and study hall rooms and by assisting staff with basic clerical needs.

Duties:

(Incumbents may perform any combination of the functions listed below. This job description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this position, but is intended to accurately reflect the principle job elements)

- Maintain order when students are lining up, eating and studying.
- Guide students in maintaining a clean eating area.
- Guide students in safe drop-of and pick-up procedures.
- Supervise organized recreational activities.
- Enforce school rules regarding the health, safety and conduct of students.
- Report all accidents resulting in student injuries to designated staff.
- Perform basic clerical tasks such as filing and typing and materials distribution.
- Perform other duties as assigned

Minimum Qualifications, Training, Education and Experience:

Any combination of education, training and/or equivalent to graduation from high school and one year of relevant experience.

Requirements:

Finger print clearance and tuberculosis clearance.

Knowledge and Abilities:

Ability to:

Supervise school aged children and ensure safe, clean and orderly student environments; communicate with others using tact, patience and courtesy; understand and follow oral and

written instructions; work cooperatively with others; meet schedules and timelines; complete work accurately; administer first aid.

Knowledge of:

District policies regarding health, safety and other procedures; first aide techniques

Working Conditions:

Environment:

Urban school setting. Constant interruptions.

Physical Demands:

Hearing and speaking sufficient to exchange information in person or on the telephone; seeing sufficient to read a variety of documents; reaching overhead, above the shoulders or horizontally, or bending at the waist; dexterity of hands and fingers to work with students in a supervision capacity and to operate standard office equipment.

This is a non-exempt position. The incumbent is eligible for overtime compensation. The Board of Directors reserves the right to waive any minimum qualification.