



INTELLECTUAL VIRTUES ACADEMY

Middle School Recreation Aide, Intellectual Virtues Academy, Long Beach, CA

Description of Position

Part-time aide with special interest in character development of students in playground interactions. Supervises lunch and after-lunch play, provides light cleaning of lunchroom, and completes administrative tasks in the office. Records any relevant incidents (e.g., behavior, injury) in Illuminate (information system) and follows up with students as appropriate. Faithfully implements and practices IVA's unique character-based educational model in his/her interactions with students. Promotes the school's distinctive mission and vision both within and outside the immediate school community. Demonstrates initiative in supervising students, concern for students' well-being and development, and motivation toward developing a culture of learning and growth. A total of two aides will share the responsibilities of this position. While the position is primarily supervisory in nature, it also includes following up with behavior issues, which may include regular and ongoing communication with students, teachers, parents, and administration as needed.

Hours and Pay

The aide position entails one and a half hours to two hours per day, five days a week. Work hours follow IVA's bell schedule and Academic Calendar including supervision for break and lunch Monday through Friday. The aide supervises students in the lunchroom, hallways, restrooms, and on the blacktop. The position includes cleaning the lunchroom, and providing assistance to the principal, counselor, and office staff in administrative tasks, including but not limited to recording and following up with incidents that occurred during the lunch hour. The hourly rate for the aide position is \$14.00 per hour. Please see our school Academic Calendar for scheduled holidays.

Intellectual Virtue Supervision Aide Roles and Responsibilities (w/support at the school site)

- Develop an *understanding* of intellectual virtues in general (including their nature, structure, and value, educational and otherwise) and of IVA's nine "master virtues" in particular.
- Develop an *understanding* of the core principles and practices involved with an intellectual virtues educational model.
- Participate in ongoing *professional development* aimed at better understanding and practicing an intellectual virtues approach to education as it relates to student interactions outside of class.
- *Support* and *collaborate* with colleagues in their attempts to educate for intellectual virtues.
- Engage in ongoing *self-reflection* and *self-assessment* aimed at his/her own growth in intellectual virtues.
- *Model* IVA's nine "master virtues" in all of his/her interactions with students and other IVA stakeholders.
- Continue to nurture in him/herself a *passion* for and *knowledge* of his/her learning interests.
- Continue to *expand* his/her understanding of the "best practices" involved with working educating for intellectual virtues.

Duties (including, but not limited to):

- Work with the Counselor to set standards for student behavior on the playground.
- Receive instruction in, support, and systematically implement IVA's innovative, intellectual virtues-based educational model
- Reflect on and integrate IVA's virtues-based model into conferences with students
- Support the development and implementation of a network of student support systems
- Use consistent school-wide practices and be involved in reflecting on those practice
- Unlock the lunch room before lunch
- Supervise students while they eat lunch
- Supervise students while they play
- Manage interpersonal conflicts that may arise among students

- Log behavior issues in Illuminate or other information system
- Conference with students involved in disputes as guided by school practices and the principal
- Follow up with teachers or families as deemed necessary by the counselor
- Clean lunchroom: sweep, wipe tables & benches, manage trash and recycling
- Collect lost and found items left in hallways or lunchroom area
- Manage office occasionally as needed
- Perform administrative tasks when not in supervision with students
- Perform organizational and light cleaning tasks in the office including washing dishes and refilling water
- Assist the principal with high priority tasks

Student Support & School Culture

- Communicate effectively and maintain strong relationships with students, families, colleagues and administrators
- Develop student culture by supporting student communications through bulletin boards, club announcements, etc.
- Oversee and assist with student arrival/dismissal at lunch
- Establish and maintain a team philosophy

Physical Demands:

- Spends the majority of his/her time standing or walking around the playground on even and uneven surfaces including pea gravel and negotiating a 6” curb. While standing, the aide will frequently hold light objects they are working. These can be held from waist level to slightly above the aide’s head. Aide must be able to walk through the playground and office and be able to maneuver in tight spaces between tables. Dealing with students can entail kneeling or squatting, stooping and bending from 50-70 degrees at the waist on an occasional to frequent basis on a given day. Aide may be required to assist in physical education on a rotating basis and this would occasionally involve lifting, using both upper extremities while assisting the child.
- The aide must sit on an occasional basis when doing clerical work in the office. This is done at the desk with forward bending from the waist, leaning on the forearms, and looking down which requires neck flexion. It is necessary to grasp and manipulate pens, markers, scissors, staplers, etc., either occasionally or frequently, depending on the day. May occasionally have to climb or balance on counters, step- ladders or chairs.

Work Environment:

This position works in a variety of settings including classrooms and outdoors and may experience heat or cold extremes as well as fumes, odors, dust, noise level is moderate to loud.

Right to Revise:

This job description is not meant to be all-inclusive and the School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date

Intellectual Virtues Academy Principal Signature

Date

In accordance with Education Code Section 47605, Intellectual Virtues Academy and its governing board affirms the following: In addition to any other requirement imposed under the Charter Schools Act, Intellectual Virtues Academy shall be nonsectarian in its programs, admission policies, employment practices, and all other operations, shall not charge tuition, and shall not discriminate against any pupil on the basis of the characteristics listed in Section 220, including, but not necessarily limited to the following: disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, or association with a person or group with one or more of the above actual or perceived characteristics."

IVA shall have no authority to enter contracts for or on behalf of the Long Beach Unified School District. Any contracts, purchase orders, or other documents which are not approved or ratified by the Long Beach Unified School District Governing Board as required by law, including, but not limited to, Education Code section 17604, shall be unenforceable against the Long Beach Unified School District and shall be the IVA's sole responsibility.