

PRIMARY FUNCTION:

Essentially, classified supervisors are assigned to relieve teachers of the supervision of students during designated times of each school day and thus contribute significantly to the effectiveness of the total instructional program. Therefore, while under the direct supervision of the site principal to whom the supervisor is assigned, the supervisor will in turn be directly responsible for the supervision of the assigned students.

DIRECTLY RESPONSIBLE TO: Site Principal

ASSIGNED RESPONSIBILITIES:

Playground Supervisor

1. Supervises and protects the health and safety of students.
2. Maintains order and proper discipline.
3. Observes that all safety rules are obeyed.
4. Encourages courtesy among students and reports special behavior problems to the students' teacher or principal.
5. Forbids rough and dangerous play activities and ensures that students remain in the assigned area.
6. Assists in returning students to his/her assigned location when supervisory period is concluded.
7. Checks assigned area for discarded or misplaced belongings.
8. Returns play equipment to designated storage area at the end of assigned period.
9. Stays alert to any situation that may involve students in adverse circumstances.
10. Performs related work as required.

Lunch Supervisor:

1. Supervises and protects the health and safety of students.
2. Maintains order and proper discipline.
3. Observes that all safety rules are obeyed.
4. Directs students to maintain their position in the lunch line in an orderly manner.
5. Supervises students assigned to hand out milk and collect money. May perform other cafeteria duty, such as setting out trays, napkins, milk and utensils.
6. Encourages courtesy among students and reports special behavior problems to the student's teacher or principal.
7. Checks assigned area for discarded and misplaced belongings including hallways and rest rooms.
8. Assists in returning students to their assigned location when supervisory period is concluded.
9. Assures that students receive first aid when needed.
10. Light clean up.

Crossing Guard:

1. Supervises and protects the health and safety of students while on duty.
2. Keeps students on sidewalks or designated waiting areas until it is safe to cross streets.
3. Directs vehicular traffic to stop while students are in the crosswalks.
4. Applies appropriate knowledge of traffic laws particularly in the use of proper and clear signals, physical and oral to both pedestrians and vehicular traffic.
5. Performs related work as required.
6. Wears appropriate crossing guard vest/uniform while on duty.

