

**JOB DESCRIPTION: Supervisory Aide**

**BASIC FUNCTION:** Monitor and direct student activities on an assigned school campus in accordance with school policy.

**QUALIFICATIONS:**

1. Successfully pass a medical examination to determine good health;
2. Dependable work record;
3. Ability to establish and maintain cooperative and effective working relationships with others;
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities as listed.

**KNOWLEDGE OF:**

1. Behavior modification and conflict resolution strategies and techniques.
2. Policies, rules and regulations concerning appropriate student behavior.
3. Oral and written communication skills.
4. Interpersonal skills using tact, patience and courtesy.
5. Typical playground games.
6. School emergency procedures including fire drills, intruder on campus and others.
7. Basic first aid.

**ABILITY TO:**

1. Monitor designated areas on an assigned school campus in accordance with school policy.
2. Inspect, review and monitor campus to deter and prevent inappropriate behaviors and eliminate potential safety hazards.
3. Enforce campus rules and regulations.
4. Communicate effectively both orally and in writing.
5. Understand and follow oral and written instructions.
6. Establish and maintain cooperative and effective working relationships with others.
7. Monitor students and respond to situations in a quick and timely manner.

**REPORTS TO:** Building Administrator/Designee

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

1. Monitor and direct student activities in lunch areas, classrooms, play areas, restrooms and in areas adjacent to the school buildings.
2. Inspect, review and monitor campus to deter and prevent inappropriate behaviors and eliminate potential safety hazards.
3. Maintain appropriate student behavior according to established policies and procedures; enforce established school regulations.

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4. Report inappropriate student behavior and assist in the preparation of necessary incident reports.
5. Assist ill or injured students or students experiencing difficulty by requesting immediate assistance from the office.
6. Assist in keeping work areas in an orderly and clean condition.
7. Assist and direct campus visitors to the office.
8. Administer basic first aid as necessary; accompanies students to the main office, and to the School Nurse, if needed.
9. Escort and assist children with lavatory routines.
10. Assist in the office with minor clerical, filing, copying, and procedural tasks.
11. Maintain ethical and moral standards inclusive of confidentiality of information about students.
12. File necessary child abuse/neglect reports, as necessary.
13. Perform such other tasks and assumes such other responsibilities as the Building Administrator, or designee may assign, in accordance with Board of Education policies and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

1. Indoor and outdoor work environment.

**ESSENTIAL PHYSICAL DEMANDS:**

1. Standing and walking for extended periods of time.
2. Seeing to monitor student activities.
3. Hearing and speaking to exchange information.
4. Moderately heavy lifting.

**TERMS OF EMPLOYMENT:** Category of Position – 1. Work year based on student attendance days when lunch is available. Hourly rate of pay as established by the Board of Education. Fringe Benefit Package not applicable.

**EVALUATION:** Performance in this job will be evaluated in the first year of employment and at least once every two years thereafter, by the Building Principal or designee.