

Appendix D Colusa Unified School District Job Description

Title: Yard Duty

Class: I

Basic Function:

Under the supervision of the Principal assists with student supervision at breaks, recesses, lunch, before or after school as necessary.

Representative Duties:

Student Supervision: Primary Duties

- Supervise students during non-instructional time.
- Maintain a visible presence and be aware of surroundings in area of assigned responsibility.
- Assist with First-Aide, dealing with minor accidents and injuries.
- Communicate behavioral expectations to students, and enforce rules.
- Communicate with site administrator and parents/guardians about discipline issues as needed.
- Ensure that students are playing in a safe manner
- Constantly circulate in assigned area
- Encourage good citizenship and reward good behavior
- Make referrals to teachers and office personnel for major incidents
- Intervene in potentially problem situations
- Enforce consequences for minor offenses
- Accurately record information to support the principal in suspension or expulsion circumstances
- Engage students in organized activities
- Visually survey grounds for suspicious and/or unauthorized persons
- Refer suspected child abuse or neglect to principal – ensuring a proper written report is filed.
- Report and refer playground injuries to office
- Make suggestions on how to improve playground safety / report existing safety issues.
- Other related duties as assigned

Ability to:

- Provide first aid/cardiopulmonary resuscitation (CPR) as needed when properly certified.
- Develop and maintains a professional rapport with administrators, classroom teacher and other program staff.
- Demonstrate sensitivity to needs of students, staff, and parents/guardians.
- Maintains confidentiality of information regarding students, and observations of student behavior.
- Follow instructions with a minimum of direction, and give clear directions.
- Work independently and make decisions within the framework of established guidelines
- Supervise and control large and small groups of students

- Serve as role model for language, appearance and conduct
- Maintain composure in emergency situations
- Stoop, bend, walk extensively

Knowledge of:

Basic record keeping procedures
 General needs of students
 The school rules / regulations and expectations of public school employees.

EMPLOYMENT STANDARDS

Education, Experience & Employment Requirements:

Possession of a high school diploma or equivalent.
 Any combination of training and experience which demonstrates ability to perform the duties and responsibilities as described, including previous experience working with groups of children.
 Willingness to be trained and updated in first aid and CPR, safety/security, instructional theory and practice, and behavior management procedures.

Physical Characteristics:

Essential duties require, but are not limited to, the following physical abilities (consideration will be given to reasonable accommodation, with or without the use of aids):

- Sufficient ability to stand or sit for long periods of time and mobility to stoop, reach, move in a typical play area.
- Sufficient vision to read printed material and video display screens
- Sufficient hearing to hear normal and telephone conversations
- Sufficient capability to speak in an understandable voice with sufficient volume to be heard in normal conversations
- Sufficient manual dexterity to use telephone, walkie-talkie and office equipment
- Sufficient strength to perform lifting requirement of specific assignment including lifting of items up to 25 lbs.

Working Attire:

School appropriate attire is required.

Date ratified by CSEA: 3/21/18

Date approved by CUSD: 4/10/18