



## RECESS/STUDENT MONITORING

### Classification: Non-Exempt Classified

### Salary Range: A

### Job Goal:

To safely supervise children in their daily activities.

### Qualifications:

- High School Diploma or equivalent;
- Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with student, parents, and teachers;
- Ability to understand and follow oral and written instructions;
- Ability to communicate with appropriate student age group requiring the use of both empathetic and disciplinary approaches;
- Ability to handle sensitive situations on the telephone and in the office regarding student information; and
- Have First Aid card, as requested by supervisor.

### Reports To:

Elementary Principal.

### Performance Responsibilities:

- Attend regularly;
- Notify school/department when absent according to contract specifications;
- Adhere to arrival, rest periods and departure times;
- Supervise groups of children;
- Maintain a safe and clean environment for children and staff;
- Responsibly interact with children and help create a friendly atmosphere;
- Attend staff trainings and program meetings as required by the Principal;
- Communicate in a professional manner with parents, students, other staff, and community members; and
- Other duties as assigned.

### Physical Requirements:

- In an 8-hour day, employee may stand /walk 4-6 hours; sit 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e. keyboard); and
- Employee may need to bend, twist, stoop, reach, overhead, squat, climb stairs and lift occasionally.

### Terms of Employment:

- According to Board policy and procedures, master contract, and school calendar.

Adopted date: 12/19/19

**Evaluation:**

- Performance will be evaluated annually in accordance with Board policy and establish procedures.

**OTHER:**

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

*Gervais School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex, or age in providing or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issue; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.*

*The Director of Special Services has been designated to coordinate compliance with these legal requirements and may be contacted at the Gervais Middle School at 300 E. Douglas AVE, Gervais, OR 97026, Phone: 503-792-3803, ext. 2010.*

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Print Name

\_\_\_\_\_  
Date