

**TITLE: CAFETERIA/PLAYGROUND SUPERVISOR**

**QUALIFICATIONS**

Knowledge of

1. General concepts of child growth and development and child behavioral characteristics.
2. Techniques used in controlling and motivating students.
3. English usage, punctuation, spelling, grammar, and math.
4. Routine record keeping and written reports.
5. General purposes and goals of public education.
6. Safety rules and regulations for this position.

Ability to

1. Assume responsibility for supervision of children.
2. Obtain and maintain a valid First Aid Certificate and CPR Certificate.
3. Demonstrate an understanding, patient, warm, and receptive attitude toward children.
4. Understand and carry out verbal and written instructions.
5. Apply general policies and procedures to specific situations.
6. Cope with verbal abuse.
7. Be a productive and active team member.
8. Work successfully with diverse groups of people.
9. Maintain a pleasant appearance and demeanor.
10. Learn and follow the operations, procedures, policies, and requirements of assignment.
11. Work independently and maintain high standards of workmanship, including maintenance of confidentiality.
12. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
13. Establish and maintain effective work relationships with those contacted in the performance of required duties.
14. Establish and maintain effective rapport with students, parents, and community members.

Training and Experience

1. Education equivalent to the completion of the twelfth (12th) grade.
2. One (1) year of paid or volunteer experience working with children in an educational or child care setting or any combination of training experience that could likely provide the desired knowledge and abilities may be considered.
3. A work history demonstrating dependability and reliability.

**REPORTS TO:** Assigned site administrator

**JOB GOAL:** To assist in providing a safe environment for students during the lunch hour, on the playground, in crossing streets, or while waiting for school buses.

### **ESSENTIAL FUNCTIONS**

1. Oversees and supervises students during playground activities.
2. Maintains a safe and orderly atmosphere during the lunch period.
3. Checks restrooms and other facilities/areas to ensure that the rules of the school are being followed.
4. Maintains student discipline according to established rules.
5. Reports disturbances, accidents, and any emergency immediately to the school office.
6. Reports violations of school and district rules through completion of student referrals in accordance with established procedures.
7. Interprets and enforces school rules and regulations to the students.
8. Ensures that students function in a safe and sportsman-like manner during games and activities.
9. Follows District policies and procedures.
10. Participates in District in-service training as required.
11. Knows and understands the Mission and Core Values of the District.
12. Performs other related duties as required.

### **OTHER FUNCTIONS**

1. Attends various meetings regarding safety, first aid, training, updates, etc. as required.
2. Ensures that all equipment and materials are properly used and stored.
3. Ensures that areas are kept clean and orderly at all times.

### **PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and instructions.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to stand for sustained periods of time.
6. Able to walk for sustained periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Vision which allows accurate observation from a distance.
9. Able to lift up to twenty (20) pounds.
10. Able to carry up to twenty (20) pounds for extended distances.
11. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
12. Able to exhibit full range of motion for shoulder abduction and adduction.
13. Able to exhibit full range of motion for elbow flexion and extension.

**PHYSICAL ABILITIES** (continued)

14. Able to exhibit full range of motion for shoulder extension and flexion.
15. Able to exhibit full range of motion for back lateral flexion.
16. Able to exhibit full range of motion for hip flexion and extension.
17. Able to exhibit full range of motion for knee flexion.
18. Able to work in a wide range of temperatures and weather conditions.
19. Able to perform non-violent crisis intervention procedures.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Some positions in this setting may require individuals who can read, write, and/or speak a secondary language.
3. Possession and maintenance of a First Aid Certificate.

**TERMS OF EMPLOYMENT:** Ten- or Twelve-month work year  
Classified bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The site administrator or his/her designee will give the evaluation.

Approved by:	Board of Education	Date:	June 12, 1974
Amended by:	Board of Education	Date:	September 26, 1990
Amended by:	Board of Education	Date:	January 13, 1994
Amended by:	Board of Education	Date:	October 8, 1998

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER**