



CARMEL CLAY SCHOOLS

5201 East Main Street - Carmel, IN - Phone: 317-844-9961 - Fax: 317-844-9965 - www.ccs.k12.in.us

Position Description

Position Title: Recess Instructional Assistant	Name of School/Department: Elementary School
Supervisor: Assistant Principal	Date: 2023-2024
Terms of Employment: 182 Days / 3 Hours per day	FLSA: Non-Exempt

Persons in this position may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associate with this classification, but is intended to accurately reflect the principal elements of the job.

Primary Function:

Assist in maintaining a positive recess environment by encouraging appropriate behavior and student safety

Representative Essential Duties:

- Supervise the daily flow of students as they enter and exit the building for recess
- Ensure students stay in designated recess areas, use equipment as expected and follow school recess rules
- Assist, when needed, in problem solving between children
- Assist, when needed, with minor student injuries when playing outside
- Assist with the supervision of students in classrooms when indoor recess is necessary based on weather conditions
- Build positive relationships with students and staff
- Report safety and behavior concerns to certified teacher on duty (1 teacher will always be present at recess)
- Other reasonable duties as assigned by the supervisor

Essential Knowledge, Skills and Experience:

- Must display a natural ability to connect respectfully with students and build rapport
- Must possess flexibility as recess conditions can change quickly – indoor vs. outdoor
- Must possess the ability to effectively identify and apply proactive measures for dealing with student misconduct
- Must possess the ability to supervise students with varying abilities, monitor student behavior and mediate minor conflicts
- Must possess the ability to establish and maintain effective working relationships with students and school staff
- Must exhibit the ability to work with a diverse group of students and staff
- Must pass pre-employment criminal history check

Personal and Professional Responsibilities:

Carmel Clay Schools District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disabilities Act as required by law.

- Demonstrate regular attendance and punctuality
- Display professionalism, courtesy, tact, and respect when dealing with students, teachers and administrators
- Demonstrate ability to deal with sensitive issues in a tactful manner and maintain confidentiality
- Positively respond to change and constructive criticism

Working Conditions:

- Frequently required to walk and continuously required to stand for periods of time while performing the duties of this job
- Must be prepared for work in all kinds of weather; outdoor recess takes place between 20 degrees and 100 degrees.
- Occasionally bend or twist at the neck and trunk, carrying, pushing, pulling, some stooping, kneeling or crouching while performing the duties of this job
- Specific vision abilities required by this job include close vision and depth perception and peripheral
- Occasionally walk on slippery surfaces
- Noise level can be loud if indoor recess is taking place

Working Relationships:

Work closely with students, staff and administrators

Regular Work Hours/Travel Requirements:

- 3 hours a day; Monday through Friday – exact times TBD
- Required to work days that students attend school (182 days)
- No travel requirements