

# LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE:** Yard Duty Supervisor

**CLASSIFICATION:** Classified

**REPORTS TO:** Site Administrator

### **BASIC FUNCTION:**

The job of Yard Duty Supervisor was established for the purpose/s of providing support in the oversight of student safety and conduct on school property during assigned periods. Responsibilities include ensuring student behavior adheres to campus policies, assisting in the resolution or reporting of potential conflicts, and helping to maintain a safe environment for all students on campus.

### **REPRESENTATIVE DUTIES:**

- Inform students of acceptable school behavior.
- Monitor student conduct in and around campus; enforce campus rules and regulations.
- Immediately report student injuries to the site administrator or his/her designee, and complete required accident forms.
- Intercede in potential problem situations between students; provide assistance to staff in discipline of students, and when necessary, write referrals.
- Patrol assigned duty area(s) during assigned hours providing general supervision of students outside of class, and inform site principal or his/her designee of problems likely to disrupt the educational process.
- Ask students who are out of class during class time to give reason for their absence from class. Direct tardy students to go to appropriate school office.
- Escort students to the school administration in cases of serious or repeated violations.
- Recognize and report any signs of unusual activities. Intercept non-students who come on campus during school hours and direct them to either report to the office or leave campus. Notify the site principal or his/her designee immediately if a non-student fails to comply.
- Assist in maintaining the safety of duty area(s). Monitor for proper identification and/or direct visitors to the office prior to going to a classroom or any other location on the school grounds.
- Report safety hazards and vandalism to administration.
- Assist students with various needs related to assigned duty area(s) (i.e., assisting students in the cafeteria).
- Wear District-designated attire in a presentable manner during assigned work hours.
- Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
- Perform other duties as assigned.

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**SKILLS** are required to satisfactorily perform the essential functions of the job; apply pertinent rules and regulations; manage multiple tasks in the performance of job duties.

**KNOWLEDGE** is required to perform the fundamental principles and practices of supervising school age students; interpersonal skills using tact, patience and courtesy; applicable rules and regulations; oral and written communication skills.

**ABILITY** is required to communicate effectively with students and adults. With or without the use of aids, have: sufficient hearing to hear normal and telephone conversations; ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance, hand-held radio, and/or on the telephone; sufficient lower body strength, stamina, and mobility to stand, kneel, walk, stoop, bend, and extend legs for prolonged periods of time; sufficient physical ability to sit or stand for prolonged periods of time; sufficient physical ability to reach horizontally and vertically with arms; sufficient physical ability to blow a whistle loud enough to be clearly heard within a radius of 150 feet.

#### **MINIMUM QUALIFICATIONS:**

**EXPERIENCE:** Six (6) months of experience as a supervisor of school age students is desired.

**EDUCATION:** High school diploma or equivalent.

**EQUIVALENCY:** A combination of education, training and/or job experience necessary to perform the essential functions of the job.

**REQUIRED TESTING:** Pre-employment Proficiency Test may be required.

**CLEARANCES:** Meet employment requirements as applicable with state, federal, and local laws, and Board Policy.

#### **TERMS OF EMPLOYMENT**

- 10 month position
- Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with current contract language between CSEA and Livermore Valley Joint Unified School District.

**SALARY RANGE:** Yard Duty Salary Schedule: Level 13

**FLSA STATUS:** Non-exempt

#### **Work Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: moderate to significant walking, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling. Generally the job requires 75% walking and 25% standing. The job is performed in a generally clean and healthy environment.

***Completion by Human Resources***

<b>Board Approval Date</b> – December 12, 2017
<b>(X)</b> New Job Description/Reason: ( ) Reclassification (X) Organization Needs
( ) Revised Job Description
( ) Revised Salary Placement
<b>Change Effective date:</b> January 1, 2018