

# Yuba City Unified School District

## Position Description

---

<b>Title:</b>	Yard Duty Supervisor	<b>Classification:</b>	Classified
<b>Department:</b>	School Site	<b>FLSA:</b>	Non-Exempt
<b>Reports to:</b>	Principal / Vice Principal	<b>Salary:</b>	Hourly
<b>Terms of Employment:</b>	As needed for school term		

---

**\*This position description is not intended to be a complete list of all duties, knowledge, or abilities associated with this classification, but intended to accurately reflect principal job elements.**

### **Basic Function:**

Supervise students in the playground areas, cafeteria, rest rooms, hallways and other areas where students gather. This job reports to Principal or Designee.

### **Essential Functions:**

Be prepared and punctual and represent YCUSD in a positive manner.

Assist with Emergency drills and response.

Light clerical work such as stapling, paper sorting, and filling mail boxes.

Facilitation of student conflict and mediation and resolution (low level).

Communicates lunchroom rules and processes to students and staff for the purpose of providing information and/or direction.

Facilitates lunchroom activities (e.g. food lines, tray stacking, recycling, return to class or recess, etc.) for the purpose of ensuring a safe and healthy mealtime experience.

Assists students (e.g. retrieving utensils, cleaning spills, finding seats, etc.) for purposes of ensuring a safe, timely, and healthy mealtime experience.

Perform mild custodial duties in cafeteria and school grounds (wiping down tables, assisting with sweeping or mopping spills to reduce risk of slip and falls on food, picking up trash in cafeteria. Light garbage pickup on school campus.)

Assemble students promptly for class when the bell rings and collect any playground equipment left on the playground and return it to appropriate storage location.

Reports observations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.

### **Working Conditions:**

The usual and customary methods of performing the job's functions require the following physical demands: Ability to lift, carry, push, and/or pull up to 30 pounds. Frequent stooping, kneeling, crouching. Generally, the job requires a minimum of: 0% sitting, 60% walking, and 40% standing. Sufficient hearing, vision and the ability to speak in an understandable voice. Ability to work outdoors in warm and cool temperatures. Noise level in the work environment are moderate to loud.