



Yard Supervisor – Part-Time Job Announcement

Location:	Yav Pem Suab Academy		
Position Type:	Classified-Non-Exempt	Job #:	2952021-2901-03
Assignment Type:	Part-Time, 3.00 hours per day		
Pay Rate:	\$14.00-\$15.90 per hour, DOE	Position(s) Available:	1
Reports to:	Site Administrator	Date Posted:	March 11, 2021
Website:	www.urbanesc.org	Date Expires:	Until Filled

BASIC FUNCTION

Under the direction of the principal or his/her designee, monitor and supervise students who are outside of the classroom and at school-sponsored activities both on and off school campus to assure safety and positive behaviors; enforce applicable UCSC and school safety and conduct policies and rules; assist in maintaining an orderly and safe campus.

DUTIES AND RESPONSIBILITIES *(May include, but are not limited to the following)*

- Physically patrol and monitor the campus buildings and grounds; regularly inspect the perimeter for unsafe conditions and refer potential hazards to the school principal or his/her designee.
- Monitor student movement out of the classrooms, verifying hall passes and other forms of permission slips, ensuring compliance with school rules and procedures.
- Monitor students while eating in assigned classroom or cafeteria; maintaining orderly student behavior and conduct; assist students with breakfasts/lunches, dismissing students following established school procedures.
- Monitor the proper usage of playground equipment to ensure student's safety and that school rules are followed.
- Assemble students to line up in designated areas when the bell rings for class after recess and lunch until teachers arrive. May escort students from the classroom to the classroom as needed.
- Anticipate and intervene to prevent a situation that may cause an accident or endanger students' welfare or safety.
- Follow UCSC and the school's established procedures in case of an accident, injury, or illness; perform basic First Aid to the injured student as needed and report injury to the appropriate office staff; escort student to office as needed.
- Issue disciplinary slip, write up warning, discipline card and/or report; communicate issues to teacher and principal as needed; escort students to the office for misconduct.
- Intercept and direct parents and visitors to the proper office or classroom; notify the school office/administration of any issue.
- Perform crossing guard duties to ensure student's safety crossing of streets leading to and from the school as needed.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Basic methods of individual and group supervision
2. Age-appropriate child behaviors and the UCSC's policies for working with children
3. Safety for public and play areas
4. Correct English usage, grammar, spelling, punctuation, and vocabulary
5. Oral and written English communication skills
6. Interpersonal skills using tact, patience, and courtesy

Ability to:

1. Patrol and monitor the campus to maintain order and security.
2. Learn, interpret, apply and explain laws, rules, and regulations.
3. Follow UCSC and school policies related to the conduct, safety, and welfare of students.
4. Perform duties with patience, tact, and good judgment and within established guidelines.
5. Remain calm in normal, urgent, and emergency situations. Observe situations and accurately determine an effective course of action.
6. Write clear and concise descriptive reports of problems, students, or situations that required intervention.
7. Establish and maintain a cooperative and effective working relationship with others.
8. Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
9. Meet standards of professional conduct as outlined in the Employee Handbook.
10. Maintain consistent, punctual, and regular attendance.

MINIMUM REQUIREMENTS

1. Any combination is equivalent to graduation from high school and one or more years of yard duty experience in a public or private school environment.
2. Successful clearance of both a DOJ and FBI background check
3. Provide evidence of most recent TB clearance (within 1 year) upon hire

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Outdoor and indoor school site environment; subject to adverse weather conditions; constant interruptions.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this position, the employee will be required to walk or stand for extended periods of time; climb stairs and ramps; break up fights, and move in a swift manner to intervene in situations; see, speak and hear about monitoring student behavior and activity, and speak to exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

ADDITIONAL JOB INFORMATION

Pay Determination: Only full-time relevant experience will be considered for pay determination. Pay offering is non-negotiable and follows the board adopted salary schedule.

Work Schedule: Monday – Thursday, Split Shift 7:00 a.m. – 8:00 a.m. and 10:50 a.m. – 12:50 p.m.

JOIN OUR TEAM

Interested applicants should follow the directions below.

1. Download an employment application from www.urbancsc.org

2. Complete and save your application using this name format: Last Name, First Name – Job# (i.e. Smith, John –2952021-2901-03)
3. Email your completed application along with resume and supporting documents to: staff@urbancsc.org and type the following: Job#2952021-2901-03 in the subject line.