

**Yard Duty Supervisor – Part Time**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location:** | Yav Pem Suab Academy | **School Year:** | 2019-2020 |
| **Position Type:** | Classified-Non-Exempt | **Job #:** | 295-1920-2901-01 |
| **Assignment Type:** | PT 3.25 hours per day | **Position(s) Available:** | 1 |
| **Pay Rate:** | $13.00-$15.90 per hour, DOE | **Date Expires:** | Friday, July 19, 2019 by noon |
| **Reports To:** | Site Administrator | **Website:** | www.urbancsc.org |

**ASSIGNMENT DESCRIPTION**  
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**  
*(This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)*

* 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 bell rings for class after recess and lunch until teachers arrive. May escort students from classroom to classroom as needed.
* Anticipate and intervene to prevent situation that may cause accident or endanger students' welfare or safety.
* Follow UCSC and the school's established procedures in case of accident, injury, or illness; perform basic First Aid to 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 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:*

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

*Ability to:*

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

**MINIMUM REQUIREMENTS**

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

**ADDITIONAL JOB INFORMATION**

**Work Schedule:** Monday – Thursday, Split Shift 7:00 a.m. – 8:00 a.m. and 10:50 a.m. – 1:00 p.m.

**JOIN OUR TEAM**  
Interested applicants should follow the directions below and submit their application no later than noon on **Friday, July 19, 2019**.

* Download an employment [application here](https://urbancsc.org/docs/HR002-EmpApp-CNE_19-07-05.docx).
* Complete and save your application using this name format:

**Last Name, First Name – Job# (i.e. Smith, John – 2951314-003-1)**

* Type **Job#:295-1920-2901-01**in the subject line.
* Email your completed application to: [staff@urbancsc.org](mailto:staff@urbancsc.org)
* Send reference letters or supporting documents at this time.
* A confirmation will be emailed to you within 48 hours receipt of your application.