



**Job Title: SAFETY SUPERVISOR**

**Definition:**

Under the direction of a Principal or other management employee, supervise all activities of students during assigned hours at assigned locations and perform other safety duties related to the position as assigned.

**Essential Functions:**

- Supervise students in an assigned area, inside or outside, guiding their routine activities of eating, playing and other functions; monitor and control behavior of students according to approved procedures; report student behavior to teacher(s) as appropriate.
- Supervise students at play, directing play activities and the use of play equipment; report cases of unusual behavior or other problem to appropriate teacher or site manager; prevent children from engaging in unsafe activities.
- Assist in establishing and maintaining an environment that stimulates growth of desirable social, emotional and health habits; observe and report safety hazards.
- Assist students by providing proper emotional support, a friendly attitude and general guidance.
- Monitor compliance of site safety procedures.
- Perform related duties as assigned.

**Secondary Functions:**

- This is a single position classification. All duties assigned are considered essential.

**Experience and Education:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

Any combination equivalent to: graduation from high school and experience in working with youth in an organized setting is highly desirable.

**Licenses and other Requirements:**

Possession of or ability to obtain a Standard First Aid Certificate from an authorized agency.

**Mental Demands**

**Language Skills:**

Ability to: read, understand and interpret written directions; communicate effectively with others using correct English usage, grammar, spelling punctuation and vocabulary.

**Mathematical Skills:**

Ability to: use basic math as necessary to assist students in playing playground games and activities.

**Reasoning Ability:**

Ability to: apply common sense understanding to carry out instructions furnished in written, oral or diagram form; deal effectively with problems involving basic elements in regular situations; learn quickly and apply rules, policies and procedures of the program and function to which assigned; recognize the scope and limits of assignment.



### **Other Skills and Abilities:**

Demonstrate knowledge of:

General needs and behavior of elementary school-aged children.

Growth and development patterns of children (preferred).

Interpersonal skills using tact, patience and courtesy.

Simple record-keeping techniques.

Demonstrated abilities to:

Deal tactfully and effectively with students, faculty and the public.

Understand and attend to the physical, social and emotional needs of children.

Possess a genuine liking for the children.

Supervise and participate in the activities and play of children.

Understand and follow oral and written instructions.

Discern what situations should be handled by the Safety Supervisor, the teacher, or be brought to the attention of the Principal.

Learn the legal requirements, guidelines, policies, goals, objectives, procedures, functions and limitations related to assignment.

Establish and maintain effective and cooperative working relationships with others.

Maintain simple records.

Conform to and use the prescribed methods, techniques and materials of assignment.

Supervise and discipline students according to approved policies and procedures.

Provide a positive and encouraging school climate for students.

### **Physical Requirements:**

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 individual with disabilities to perform the essential functions.

#### **Body Movement:**

Regular Activities: stand for long periods of time; use hands and fingers to assist students or to pass out playground materials; reach with hands and arms, bend, stoop, kneel or crouch to work with students; speak clearly and distinctly to communicate with others; and hear sufficiently to understand voices.

Employees in this classification are frequently required to walk to a variety of school locations to monitor students, conduct work or to pick up/deliver materials.

#### **Lifting Requirements:**

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 25 pounds.

#### **Vision Requirements:**

Ability to: see clearly at 20 inches or less to assist students with class work; see clearly up to 30 feet to monitor students in the classroom or on the playground; identify and distinguish colors; and adjust the eye to bring an object into sharp focus.

### **Work 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.

**Position Environment:**

The work is typically performed in an indoor or outdoor school environment such as the playground or cafeteria. The work environment is moderately noisy.

**Exposures, Risks and Hazards:**

While performing the duties of this classification, an employee is exposed to a variety of weather conditions and the communicable diseases which normally affect school-aged children.

Adopted 06/28/97

Updated and revised for ADA 1997

Marlys Grodt & Associates

**Revised: Job Title Change Board Approval 7/23/13**



**APPLICATION PROCEDURE:** Official application forms and related materials must be correctly completed and submitted on [www.edjoin.org](http://www.edjoin.org) no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

**EXAMINATION:** Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

**TUBERCULOSIS TEST OR CHEST X-RAY:** Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days. Medically verified positive skin test results require a chest x-ray.

**AUTHORIZATION TO WORK REQUIREMENTS:** Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

**OTHER REQUIREMENTS:** State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

**SALARY INFORMATION:** Advanced placement on the Classified Salary Schedule, up to Step C, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

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