

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: YARD DUTY SUPERVISOR/CROSSING GUARD

Classification: Range 22

BASIC FUNCTION:

Under the direct supervision of administration, supervises activities in the school cafeteria, on the playgrounds, playfields, and such other places as may be assigned to see that students exhibit good citizenship, that students are orderly, that students are properly seated in the cafeteria and that students line up properly while loading on to buses. In addition, supervises going to and from school in a safe and orderly manner.

REPRESENTATIVE DUTIES:

- Ensure that students are playing in a safe manner
- Constantly circulate in assigned area
- Ensure that students cross streets and parking lots in safe and orderly manner
- Stop traffic at crosswalks and other places for pedestrian safety
- Encourage good citizenship and reward good behavior
- Make referrals to teachers and office personnel for major incidents
- Intervene in potential problem situations
- Enforce consequences for minor offenses
- Accurately record information to support administration in suspension or expulsion circumstances
- Engage students in organized activities
- Visually survey grounds for suspicious and/or unauthorized persons
- Report and refer injuries to office
- Make suggestions on how to improve playground/pedestrian safety
- Other related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Supervision techniques
Controlling student behavior
First aid
School rules and regulations
Traffic safety procedures

ABILITY TO:

Supervise and control large and small groups of students
Serve as role model for language, appearance and conduct

Gain respect from students and staff
Physically supervise large areas
Physically supervise students where vehicles are present
Make good decisions immediately
Determine what is and is not a serious rule infraction
Establish and maintain rapport with staff and students
Maintain composure in emergency situations
Stoop, bend, and walk extensively

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent
- Working with groups of children

WORKING CONDITIONS:

ENVIRONMENT:

The noise level in the work environment is high. The position requires multi-tasking and the ability to focus in a distracting environment. Semi-strenuous activity is common. There is some exposure to danger from vehicles and the environment (e.g. adverse weather conditions, wet or icy sidewalks, etc.).