

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **PLAYGROUND AIDE**

SUPERVISOR: Principal

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Ability to work with children.
3. Interpersonal skills.
4. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Provide playground supervision for elementary students to ensure a fun and safe environment for the students.
2. Assure that students maintain acceptable behavior and return them to their classroom in a timely fashion to ensure a smooth transition back to the classroom.
3. Arbitrate differences between individuals and groups to ensure that everyone has the opportunity to enjoy their recess time.
4. Correct and report students who disobey and provide a logical consequence to ensure order.
5. Assure that injured students receive proper treatment so the injured students are provided timely assistance.
6. Arrange the students in lines ready to enter the building at the end of the play period in order to account for all students.
7. Report dangerous areas on the playground to ensure a safe recess environment.
8. Limit the students to the playground in order to provide a secure environment for students.
9. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
10. Perform other duties as assigned for the purpose of ensuring a efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Dexterity to manually move, pull or push objects of not more than 30 pounds.
2. Ability to respond to emergency situations.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008