

JOB TITLE: Yard Duty Instructional Assistant**PRIMARY FUNCTION**

Assists certificated staff in supervising students on playgrounds and cafeteria.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Supervise play to insure student safety and learning.
- Set and maintains appropriate standards for student behavior which reinforces self-discipline while supporting student's self-esteem.
- Interact positively with parents and school site personnel.
- Administer first aid for minor injuries.
- Perform other duties as assigned.

EMPLOYMENT QUALIFICATIONS:

- Knowledge of indoor and outdoor recreational activities.
- Knowledge of first aid.
- Ability to supervise a group of children/students in varying activities.
- Ability to understand, follow and implement both oral and written instructions.
- Ability to communicate effectively, patiently and understandably with children/students and adults.
- Ability to establish and maintain effective and cooperative work relationships with students, co-workers and parents.
- Possess a genuine liking for children.
- Completion of 12th grade or the equivalent or at least 18 years of age.
- Ability to pass proficiency skills test in reading, math and writing.
- Ability to lift and carry students.

Preference for:

- Courses in child growth and development, psychology, or other child-centered courses
- One year of paid or volunteer experience working with children in an educational setting
- Bilingual in Spanish

SUPERVISED BY:

The person in this position is supervised by the site administrator.

SALARY RANGE 2**WORK YEAR** 10 months

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