

## **Santa Maria-Bonita School District STUDENT SUPERVISION AIDE**

### **BASIC FUNCTION**

Under the direction of an assigned supervisor, provide supervision of students in the cafeteria, on the playground, or on school buses; and to do related work as required. Student Supervision Aides are responsible for supervising students in school cafeterias, on school playgrounds, during emergencies, or while traveling to and from classes on school buses. Incumbents do not report to a classroom teacher and do not provide academic supportive functions, but are instead primarily responsible for supervising students' behavior and ensuring students' safety.

### **REPRESENTATIVE DUTIES**

- Supervises students in the cafeteria or other areas where children are eating lunch **E**
- Oversees students' seating arrangements **E**
- Assists younger children with lunch, as needed **E**
- Supervises students on the playground **E**
- Enforces safety regulations and fair play **E**
- Takes care of minor injuries and secures assistance for injured children **E**
- Checks restrooms **E**
- Sees that children do not leave school grounds without permission **E**
- Makes sure no unauthorized persons are on school grounds **E**
- May assist in cleaning tables, chairs/benches, other equipment, and spills **E**
- Escorts and/or assists students on and off school buses **E**
- Fastens seat belts and ensures that they remain fastened **E**
- Checks to see that students remove personal belongings upon leaving the bus **E**
- Receives and relays messages **E**
- Maintains discipline and order **E**
- Meets students physical and emotional needs **E**
- Perform related duties as assigned

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to Graduation from High School and some experience in working with children.

### **MINIMUM REQUIREMENT**

Minimum age 21

### **KNOWLEDGE AND ABILITIES**

#### Knowledge of:

Cafeteria, playground and/or school bus procedures;  
The general needs and behavior of children;  
Basic first aid.

#### Ability to:

Work effectively with children;  
Work cooperatively with others;  
Communicate effectively with children and adults;  
Supervise and discipline students according to approved policies and procedures;  
Demonstrate an understanding, patient and receptive attitude toward students of varied age groups;  
Follow oral and written directions.

### **WORKING CONDITIONS**

#### Environment:

Indoor/outdoor/adverse weather environments;

Page 2 – Student Supervision Aide – continued

Environment, continued

Regular exposure to sun, wind, rain, dust;  
Background noise.

Physical Abilities:

Standing or walking for extended periods of time;  
Carrying, pushing or pulling materials, supplies and equipment;  
Seeing to monitor student activities;  
Hearing and speaking to exchange information and monitor student activities;  
Bending at the waist and kneeling or crouching to assist students.

Hazards:

Potential exposure to communicable diseases and contact with blood and other bodily fluids;  
Playground equipment;

Board Approved: 08/08/18