



MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

Title: Yard Duty

Reports to: Site Principal or Designee

Work Year: 10 Month, part time position

Salary Range: 1

Definition: Supervise students to ensure student safety and welfare during non-classroom activities

Duties:

- Supervise students
- Maintain order of students
- Maintain well-being and safety of students in school buildings, lunch rooms, school grounds and parking lot

Ability to:

- Monitor students in the multi-use room, playground areas, restrooms and other areas of an assigned school; assure student behavior complies with rules and procedures.
- Assist in resolving minor student conflicts.
- Complete student accident reports
- Read, write and speak English fluently
- Stand for an extended period of time and walk constantly
- Communicate unauthorized activities and unauthorized visitors to appropriate personnel.
- Assure students arrive to class in a timely manner; collect equipment left in playground areas by students.
- Work with other staff to ensure sufficient monitoring and supervision of students during lunch, recess and passing periods
- Perform related duties as assigned.
- Identify and report major security or safety hazards and major repairs on the school premises and ensure safety rules are followed.

Knowledge of:

- Principles and practices of monitoring student behavior.
- Oral and written communication skills.
- School procedures
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.



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Experience: Supervising or working with youth through volunteer, sports, recreation or other school related activities.

Education: Minimum of high school diploma or equivalent.

Physical Requirements: Performs work which is primarily in a classroom or playground setting, may occasionally accompany students and teachers on field trips off school site; requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboards, telephone, common office machines); requires vision (which may be corrected) to read small print; requires the mobility to stand, walk, run, stoop, reach and bend; requires lifting, pushing and or pulling books, supplies, equipment (mobility equipment) students and packages, which do not exceed 30 pounds and is an infrequent aspect of the job. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear.