

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Traffic-Playground Monitor

CLASSIFICATION: Classified (SEIU)

REPORTS TO: Principal

RANGE: 200

WORK YEAR: 9 Months

DEPARTMENT: Instructional Support

BOARD APPROVAL: 1/14/16

BOARD REVISION:

PRIMARY FUNCTION: Under general supervision, to assist in the supervision of students before and after school, during recess and lunch, and while using crosswalks as assigned; and to do related work as required.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by helping to create a safe and orderly campus, which in turn promotes student learning.

SUPERVISION OVER: Students

ESSENTIAL DUTIES AND RESPONSIBILITIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Assists administrators and teachers in reinforcing consistent behavioral expectations and appropriate behaviors; rewards students for meeting these expectations and exhibiting appropriate behaviors with encouragement and praise.
- Enforces student adherence to school rules and policies as necessary by observing, interrupting, and redirecting inappropriate behaviors.
- Initiates progressive discipline as necessary according to specific District and site policies by referring and reporting infractions of school rules, violations of the law, and/or damage to school property to the appropriate administrator.
- Checks adult visitor passes to verify that individuals visiting campus have registered with the office; may direct unauthorized visitors to check-in with the office or to leave campus.
- Checks for and reports potential safety hazards and suspicious/unauthorized persons or activities on campus to school administration.
- Actively assists school administration with emergency drills and actual emergencies such as fire/evacuation and intruder/lockdown.
- Exercises good judgment in assisting an ill or physically injured person.
- May supervise and monitor student attendance at and behavior during detention.
- Distributes messages, passes, paperwork, books, materials, etc. to teachers and students as directed.
- Prepares incident statements of events witnessed for the purpose of written documentation.
- Assists in preparing students for entry and dismissal from class, lunch, etc.
- Escorts pedestrians across streets, stops traffic as necessary, and adheres to safety guidelines when providing crossing guard support.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

- High school diploma or the equivalent; may be satisfied by appropriate experience and recommendations verifying sufficient knowledge and skills.
- Prior experience working in a public school setting preferred.

LICENSES AND OTHER REQUIREMENTS:

- May require a valid California Driver's License, insurable status by the District's carrier, and access to a personal vehicle in some cases.
- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.
- CPR and first aid certification preferred.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF*:

- School rules, regulations, and policies.
- Behavior interventions and management strategies for students of various ages.

ABILITY TO*:

- Maintain a firm but friendly attitude toward individuals.
- Identify and redirect inappropriate behavior.
- Enforce campus rules and regulations.
- Diffuse conflicts and potentially volatile situations.
- Act quickly and calmly in emergencies.
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand, and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

**Candidates should have fundamental working knowledge of these concepts, practices, and procedures, and the ability to apply them in varied situations.*

WORKING CONDITIONS:**PHYSICAL DEMANDS (With or without the use of aids)*:**

- Work is performed while moving about to monitor the campus for extended periods of time etc.
- Work is performed while in a stationary position to fill out reports as needed.
- Work is performed while positioning self to supervise students, monitor school facilities, etc.
- Work is performed while moving supplies weighing up to 10 pounds across the campus.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a radio, computer keyboard, and standard office equipment.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

SAMPLE ENVIRONMENT: Eating and common areas, playgrounds, restrooms, classrooms, parking lots, campus perimeter; outdoor environments on campus in variable weather conditions.