

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

Position Title: Recreation Supervisor

Department: Middle School

Exempt Status: Non-Exempt

Reports To: Building Principal

Date: January 20, 2016

Approval: Assistant Superintendent

JOB SUMMARY: Provide student supervision during lunch and recreation break. Provide organization and facilitation of recreation activities in a non-traditional recess format.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

60% Program Facilitation

- A. Organize activities.
- B. Facilitate activities.
- C. Manage equipment.
- D. Set schedule.
- E. Communicate with staff as necessary.

40% Student Support

- A. Monitor student behavior and interactions in the lunchroom and indoor/outdoor play areas.
- B. Escort students through building as necessary.
- C. Make discipline referrals to principal or office personnel.
- D. Work with students of all grade levels and all abilities.
- E. Take initiative to handle minor discipline situations according to district guidelines.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- High School diploma or equivalent required.
- Training on conflict resolution skills, positive peer interactions, and providing clear directions will be provided.

Experience:

- Experience working with students preferred.

Essential Skills Required to Perform the Work:

- Strong organizational skills.
- Ability to manage student conflicts and help students gain conflict resolution skills.
- Ability to manage a large group of students.

- Basic reading and writing skills.
- Ability to communicate effectively.
- Ability to follow written and verbal instructions.
- Basic time management skills.
- Ability to set priorities and meet deadlines.
- Ability to work in a team environment.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- No specific related requirements.

Supervision of Other Employees:

- This position does not provide work direction or supervision to other district employees.

Physical Job Requirements:

- Position involves standing for extended periods of time.
- Position occasionally lifts up to 20 lbs.
- Position involves bending and stooping.
- Position involves listening, speaking clearly, and visual acuity.
- Position involves projecting voice in large, open spaces.

Mental Job Requirements:

- Position requires accuracy.
- Position requires meeting deadlines.
- Position requires handling multiple tasks at once while dealing with constant interruptions.
- Position requires flexibility and a willingness to undertake a variety of tasks sometimes at the direction of more than one person.

Working Conditions:

- Exposure to changing temperatures and weather.
- Exposure to noise from students.
- Position involves occasional exposure to blood/bodily fluids and airborne pathogens.

Job Outcomes:

- Projects a positive, flexible, cooperative, and respectful attitude with staff, students, parents and community members.
- Provide confidentiality for all students.
- Provide the best opportunity for every individual student to reach his/her maximum potential.
- Provide a safe and effective environment.
- Treat all students with dignity and respect.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.