



## **City View Charter School**

### **JOB DESCRIPTION**

#### **Playground supervisor**

#### **Mission**

City View Charter School strives to inspire academic excellence, build character, and create high-quality work while contributing to a better world.

#### **Our Vision**

We believe that all children can excel at learning and that academic distinction can be achieved through inspired leadership and collaborative efforts that heavily involve the student's interests and natural curiosities. We create a "whole learning environment" where students not only thrive academically but are nurtured and respected as individual members of a community. In keeping with the education standards of the Hillsboro School District, City View Charter School is dedicated to offering all families in our community a high-quality option school that will address students with diverse backgrounds, interests, and needs.

#### **Job Duties**

Provide supervisory coverage for students during recess and/or lunch time. Communicates playground and indoor recess rules/expectations. Emphasizes fair play and mediates student conflict tactfully using responsive classroom techniques. Encourages social interactions among students to build collaboration and social emotional skills. Upholds the student code of conduct and reports challenging behaviors. Additional responsibilities and duties may be assigned. This position reports to the Executive Director.

#### **Required Qualifications**

- High School diploma
- Experience with early childhood education
- Proficient oral and written communication skills in English
- Proficient in the use of computer and Internet based applications, including but not limited to email and systems applications

#### **Essential Responsibilities**

- Supervise student behavior and address issues related to student respect, responsibility and safety
- Guide students to appropriate destinations
- Enforce student handbook lunch and recess behavior expectations
- Set up, take down and clean playground equipment for students
- Diffuse student conflict and escort participants to administration
- Report violations of policy to administration

- Check bathrooms and restricted areas
- Answer student questions
- Monitor playground and lunch room safety
- Monitor known and specific student health needs and maintain communication with office
- Greet visitors and escort to office

### **Working Conditions**

- Maintain regular and punctual attendance
- Follow site and/or school protocol for reporting absences
- Follow all school policies, work procedures
- Follow all reasonable requests/instructions by proper authority
- Maintain the integrity of confidential information relating to students, staff, and school operations
- Work independently in the performance of routine duties
- Participate in required meetings and trainings related to the position
- Maintain required licenses/certifications and successfully complete required trainings for the position
- Utilize the school's electronic systems and applications related to the position
- Dress in an appropriate manner for the assignment and work setting
- Demonstrate professionalism when working and communicating verbally and nonverbally with students, parents, and school personnel from diverse cultures and/or backgrounds
- Cultivate and model a respectful working and learning environment
- If employee is bilingual they may be required to interpret, translate documents, and/or communicate orally in the second language
- Report to other work sites on a temporary basis to fill a significant need as determined by the administrator

### **Time Commitment**

- Part time position variable hours between 8-3 Monday - Friday. Averages 18-20 hours per week, with flexibility on Fridays, for a 11 month calendar.

### **Compensation Package**

- Pay \$14.75 per hour worked
- Accrued sick time benefits
- Required participation in Oregon PERS.

### **To Apply**

If you feel you are qualified for this position please send resume and cover letters to: [info@cityviewcharter.org](mailto:info@cityviewcharter.org) or fax them to 503-844-9425

Name: \_\_\_\_\_

Signature: \_\_\_\_\_