

Recess Aide

Purpose Statement

The job of Recess Aide is done for the purpose/s of providing support to the educational process by maintaining an orderly, safe and positive environment on the playground by helping supervise students.

This job reports to Elementary Principal

Essential Functions

- Carry through with the rules established by principal for the purpose of consistency and ensuring a safe environment for all students.
- Circulate at recess for the purpose of being available to children who need help or to assist resolving minor problems that may arise.
- Inform principal of any serious problems arising at recess for the purpose of ensuring a safe environment for all students.
- Inspect the safety of equipment at recess and report any safety concerns to principal for the purpose of ensuring a safe environment for all students.
- Maintain a pleasant and positive attitude with all students at recess for the purpose of ensuring an orderly, safe and positive environment for all students.
- Notify principal of serious accidents at recess and complete all necessary forms for reporting student accidents for the purpose of ensuring a safe environment for all students and to comply with policies and procedures.
- Send students to the health room on matter that require immediate medical attention for the purpose of ensuring a safe environment for all students.
- Supervise students at recess for the purpose of ensuring a safe environment for all students.
- Understand individual health plans and communicate with nurse on an as needed basis for the purpose of ensuring safety of all students.

Other Functions

- Adhere to all policies, procedures for the purpose of
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices and procedures; administering first aid.

KNOWLEDGE is required to perform basic math; Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities/behaviors; concepts of grammar and punctuation; cultural differences of student population; health standards and hazards; job-related codes/laws/rules/regulations/policies; school safety and security practices; stages of child development.

ABILITY is required to Flexibility is required to Specific ability based competencies required to satisfactorily

perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; dealing with frequent interruptions; maintaining confidentiality; working as part of a team.

Responsibility

Responsibilities include: . .

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 0% sitting, 50% walking, and 50% standing. The job is performed under some temperature extremes.

- Experience:** Job related experience is desired.
- Education:** Targeted, job related education with study in job-related area.
- Equivalency:** Associates degree or 60 hours of higher education; or successful completion of the Paraprofessional Missouri Educator Gateway Assessment (MEGA).

Required Testing

Post Offer Physical Exam

Certificates and Licenses

CPR Certificate

Continuing Educ. / Training

CPR Certificate Renewal

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Not Rated

Approval Date

6/16/2020

Salary Grade

A Recess Aide