

**ORCUTT UNION SCHOOL DISTRICT
CLASSIFIED NOTICE OF VACANCY**

500 Dyer Street
Orcutt, CA 93455
(805) 938-8900

**Classified application available @ www.orcutt-schools.net
Departments, Human Resources, Documents, Applications for Employment,
Application for Employment- Classified**

December 15, 2022

CLASSIFIED

POSITION: NOON DUTY SUPERVISORS

ASSIGNMENT: 1.0 – 2.0 hours per day (varies). Must be able to work varied schedule depending on school day (flexible).

SALARY: \$16.50 - \$\$17.87 per hour

TO APPLY: Submit an application (if one is not on file with the HR Office) and letter of interest summarizing your experience and qualifications to Susan Salucci, Assistant Superintendent/Classified Human Resources

DEADLINE Until filled

Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinstate or withdraw the recruitment-selection process at any point.

General Requirements Upon Offer of Employment

The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States

Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.

State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.

"The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation in the educational programs or activities which it operates"

****AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER****

ORCUTT UNION SCHOOL DISTRICT

CLASS TITLE: NOON DUTY SUPERVISOR

BASIC FUNCTION:

Under the supervision of the school principal, to supervise students on the playground, other school grounds or within the school buildings during lunch periods. Duties may include supervision of planned, structured recreational and social activities as well as supervision of unstructured activities.

DISTINGUISHING CHARACTERISTICS:

A basic requirement of this position is the necessity to be ever watchful and alert to the numerous needs of children; maturity in judgment; and evidence of willingness to assist pupils in promoting cooperation, fairness and desire to participate.

REPRESENTATIVE DUTIES:

Supervises or assists in the supervision of student eating areas, lunch lines, and school grounds. *E*

Enforces school procedures related to eating areas, including trash disposal. *E*

Insists on orderly approach to and proper seating at tables. *E*

Assists students in opening containers. *E*

Dismisses children after they have completed their lunch and assures that they proceed in an orderly manner to the playground and game areas. *E*

Supervises playground activities of students during lunch recess, enforcing school rules and safety regulations. *E*

Pursues and detains children misbehaving on the playground; reprimands those who disregard safety rules and regulations; watches for evidences of quarrels and friction and immediately intervenes to stop such incidents; restores and maintains order, as needed. *E*

Patrols student restrooms to control overcrowding. *E*

Ensures that no unauthorized persons are on the school grounds during lunch recess and that students do not leave the grounds during that time without permission. *E*

Reports unsafe conditions. *E*

Reports physical injuries; administers minor first aid and uses good judgment in handling student injuries. *E*

Encourages and promotes courtesy and safety among students. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

How to deal effectively with children
Children's behavior and characteristics
Children's needs and interests at different age levels
Child growth and development
Acceptable methods used in controlling students in lunch recess situations
Human relationships

ABILITY TO:

Work effectively with children
Demonstrate positive attitudes toward students
Learn and enforce school rules and safety regulations
Recognize and report danger to students or school property
Deal firmly, tactfully and effectively with students and the public
Understand and carry out oral and written instructions
Work cooperatively with others

LICENSES AND CERTIFICATES

Valid First Aid certificate

EDUCATION AND EXPERIENCE

High school diploma or equivalent desirable
Experience in dealing with school-age children is preferred