



841 NE 22nd Ave, Camas, WA 98607
(360) 335-3000
An Equal Opportunity Employer

PSE OPENING 2009-2010 SCHOOL YEAR

Job: 2009-42
Date: October 23, 2009
Position: Para: Lunch Supervision
Location: Hayes Freedom High School
Schedule: Monday – Friday: 11:30 a.m. – 12:00 p.m., .50 hrs a day; School Year Calendar Schedule

Qualifications:

- Minimum high school diploma or equivalent required.
- Must demonstrate appropriate use of written and oral English.
- Demonstrate rapport with students.
- First Aid/CPR required.
- Must be willing to be flexible and do additional jobs as assigned.
- See attached job description.

Contract: Regular.

Salary: According to PSE Salary Schedule.

Inside Closing Date: **October 29, 2009** for applicants from within Camas School District.
Application may be made by submitting a signed letter of interest and a current resume to the Human Resources Department.

Outside Closing Date: Open until filled

Application Procedure:

1. Include a general cover letter of application summarizing your qualifications.
2. Complete a classified employment application form, inserts and materials as required in the application packet, including a resume.
3. Send materials to: Human Resources; Camas School District No. 117; 841 NE 22nd Ave.; Camas, WA 98607.

If the above materials have already been completed and are on file, submit to Human Resources a letter indicating your interest in being considered for this position. If you have questions, you may call between 7:30 a.m. – 4:30 p.m. Monday through Friday at (360) 335-3000.

Every effort is made to ensure that all employment decisions are administered in accordance with the principles of equal opportunity. The Camas School District No. 117 complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, religion, creed, national origin, gender, marital status, age, pregnancy, sexual orientation (including gender identity) the presence of a disability, or any other basis prohibited by law. Inquiries regarding compliance and/or grievance procedures may be directed to Rita Pakenen, Title IX/RCW 28A.640 compliance officer and/or Ralph Pruitt Section 504 Americans with Disabilities Act (ADA) coordinator.

All Employees are required to furnish proof of identity and employment authorization status. The Camas School District is committed to providing a drug-free, tobacco-free environment for all persons—students, community and staff. Any offer of employment with Camas School District is on a conditional basis pending the successful completion of a FBI and Washington State Patrol fingerprint background check.

Position: Playground/Free Time Supervisor

Position Summary Responsible to provide supervision on the playground and/or in the building during recesses and other non-class times so that the safety and well-being of all students is guaranteed. Students are to be monitored until control is returned to another appropriately designated adult.

- Qualifications:**
1. Demonstrated ability to monitor and supervise students
 2. Minimum high school diploma or equivalent
 3. Ability to perform emergency first aid/CPR
 4. Ability to document, in written form, student behaviors and accounts of accidents
 5. Ability to recognize unsafe and/or hazardous situations and equipment and report to the principal
 6. Demonstrated ability to promote positive feelings among students by modeling positive behaviors

Reports to: Building Principal or Designee

Tasks

1. Monitor students.

TECHNIQUE	Move about supervised area, visually checking for compliance
TOOLS/EQUIPMENT NECESSARY	Protective clothing for inclement weather
FREQUENCY	Daily during all assigned times
PHYSICAL/MENTAL DEMANDS	Must be able to walk around supervised area; good or corrected vision; be able to stand for up to 1 ½ hours at a time

2. Perform first aid.

TECHNIQUE	Red Cross approved procedures
TOOLS/EQUIPMENT NECESSARY	Valid first aid card
FREQUENCY	As needed
PHYSICAL/MENTAL DEMANDS	Be able to physically assist a student that may weight as much as 150 pounds

3. Foster a positive attitude.

TECHNIQUE	Model such behavior and tactfully talk with students
TOOLS/EQUIPMENT NECESSARY	None
FREQUENCY	Daily
PHYSICAL/MENTAL DEMANDS	Positive communication skills

4. Enforce school rules.

TECHNIQUE	Modeling, immediate verbal intervention
TOOLS/EQUIPMENT NECESSARY	Copies of rules
FREQUENCY	Daily
PHYSICAL/MENTAL DEMANDS	Must be able to read rules and interpret them to students

- Document behavior and accidents.

TECHNIQUE	Write reports and fill out correct forms
TOOLS/EQUIPMENT NECESSARY	Clipboard, pencil, forms
FREQUENCY	As needed
PHYSICAL/MENTAL DEMANDS	Write legibly, make objective written comments

- Discipline students.

TECHNIQUE	As instructed by principal
TOOLS/EQUIPMENT NECESSARY	None
FREQUENCY	As needed
PHYSICAL/MENTAL DEMANDS	Effective, verbal communication

- Check play equipment.

TECHNIQUE	Visually inspect during duty times
TOOLS/EQUIPMENT NECESSARY	Clipboard, pencil
FREQUENCY	Daily
PHYSICAL/MENTAL DEMANDS	Write up descriptions of concerns and give to principal

Additional Responsibilities:

- Assist in keeping the school appearance neat and free of litter
- Greet all visitors in a friendly manner and see that they have checked into the office
- Comply with all sections of the collective bargaining agreement that pertains to the job

Successful Performance Requires:

- Ability to understand and carry out oral and written directions
- Ability to read, write reports, and communicate orally in the English language
- Ability to establish and maintain cooperative relations with other employees, students and the public
- Dependability, loyalty, honesty, integrity, and emotional stability
- Good physical health (A statement of health may be required from a licensed physician.)
- Ability to work in an environment where most of the day is spent standing or walking out of doors
- Initiative in maintaining the appearance of building and grounds
- Ability to recognize equipment in proper working order
- Neat and pleasant appearance
- Demonstrate a knowledge of needed tools and their uses, such as an air pump for balls
- Ability to maintain routines for daily supervision
- Ability to observe and report needs for maintenance and repair