

C.S. LEWIS ACADEMY – JOB DESCRIPTION

Title: **Recess Monitor/Recess Monitor Lead**

Hired by: Principal

FLSA status: Hourly

Reports to/evaluated by: Principal

Responsible to: Elementary faculty and Principal

Term and Salary: 10-month position working student contact days

SUMMARY

The Recess Monitor provides supervision and assistance to students for recess activities under the direction of the Principal. The Recess Monitor will oversee students in the outside play areas and may be required to conduct/monitor a variety of games and activities. The Recess Monitor will work within an established accountability framework to ensure quality support to students during the recess breaks. Working collaboratively within a team environment, the Recess Monitors will demonstrate a strong commitment to the planning for improvement process in support of student learning. The Recess Monitors will also work in collaboration with the administration regarding any discipline and/or safety issues.

In addition, the lead monitor will be responsible for scheduling the recess team members in accordance with the staffing protocol as outlined by the administration. The lead will also ensure all policies and procedures as outlined in the job description and subsequent documents are being followed by all staff members.

QUALIFICATIONS

GENERAL

- Completes full application process including CSLA application, resume, letter of application, and names of references.
- Adhere to a request for a background check.
- Completion of Child Abuse prevention training
- Active First Aid and CPR Card
- Demonstrates acceptance without reservation of the C.S. Lewis Academy statement of faith.
- Is a person of faith and prayer.
- Must understand and have a strong appreciation for a Christ-centered, K-12 school.
- Is a servant leader.

EDUCATION/EXPERIENCE/CERTIFICATION

- 18 years of age or older.
- High School Diploma or equivalent

Preferred qualifications include:

- Two-years of post-secondary education; or an associate degree
- Directly related experience in a Christian school classroom

OTHER REQUIREMENTS:

- Occasionally performs other duties as required by supervisor.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Occasionally lift up to 30 pounds with moderate standing, stooping, and bending.
- Works in an active environment dealing with a wide variety of challenges, with a varied and diverse array of contacts.
- Will work mostly outdoors.
- Good physical health and mobility.
- Able to be on feet for entire shift.

C.S. Lewis Academy does not discriminate against any potential or active Board members, employees or students on the basis of race, color, national or ethnic origin. Board members, employees, and students possess all the rights and privileges to programs and activities, generally accorded or made available to these persons at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions policies, scholarship, and loan programs, athletic or other school-administered programs.

SKILLS and QUALIFICATIONS

- The ability to supervise children in a variety of settings.
- The ability to treat all students in a respectful, responsible, and fair manner.
- The ability to demonstrate appropriate responses to student-initiated interactions.
- The ability to take direction and respond to instruction from supervisory staff.
- Ability to move swiftly to assist other staff and students as situation dictates.
- Ability to function well in varying weather conditions (i.e. low temps to high temps including inclement weather);
- Prompt and reliable in attendance.

RESPONSIBILITIES

- Supervise students to ensure a safe environment.
- Apply knowledge and experience of health and safety requirements.
- Oversee outside play and/or activities.
- Demonstrate fair, consistent and sound judgment when coping with chaotic or conflicting situations.
- Report incidents and accidents through established forms and procedures.
- Provide feedback of student discipline observations to the Recess Team Leader (and/or proper administrative staff if needed, after speaking with Recess Team Leader);
- Work effectively and cooperatively as part of a team.
- Attend and participate in Recess Monitor meetings and training sessions as required.
- Other duties as assigned.