



RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

1755 Airport Blvd. ~ Red Bluff, CA 96080 ~ Bus: (530) 527-7200 ~ Fax: (530) 527-9308
www.rbuesd.org

CLASSIFIED PUBLIC POSTING

OPENING for SUPERVISION ASSISTANTS-Various locations
Hours vary from 1.75 to 2.92 per day

All positions are five (5) days per week
All positions are 11 mo per year
SALARY Range 8 = \$13.00-\$15.37 hourly

GENERAL SUMMARY

Under general supervision, supervises students at designated times and areas; maintains campus and/or mealtime courtesies and rules of safety, and performs other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Supervises playground, cafeteria, bus and other areas as assigned by the school principal.
- Remains alert for and reports conditions hazardous to the health and safety of students.
- Enforces the school rules concerning proper behavior of students.
- Remains at assigned station throughout assigned period.
- May perform such duties as cleaning tables in cafeteria between classes if assignment is noon supervision.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Ability to recognize danger to students or school property.
- Ability to follow written and oral instructions.
- Ability to deal firmly, tactfully, and effectively with students, teachers and the public.
- Some experience in working with children.

WORKING CONDITIONS

Light to moderate physical effort standing and/or walking for extended periods of time.

ENVIRONMENTAL CONDITIONS

Primarily, but not limited to, outdoor environment.

CONTACTS

- Daily contact with students, teachers, school and district staff.
- Occasional contact with parents and community members.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent
- First aid and CPR certification is desirable

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

CLOSING DATE FOR FILING APPLICATIONS

Those interested please **submit the following information** to Rachel Bentley, HR Coordinator at the RBUESD District Office, 1755 Airport Blvd., Red Bluff, **OPEN UNTILL FILLED**. We would like to encourage you to include additional job skills and information that address your qualifications for this position. Please be sure to include your contact information.

1. Interest/Cover Letter
2. Classified Application or EdJoin Application

An interview shall be held with all DISTRICT employees who apply and meet the minimum requirements for the position.

AN EQUAL OPPORTUNITY EMPLOYER