



# WEST HILLS

CHRISTIAN SCHOOL

## **JOB TITLE: RECESS MONITOR**

Start Date: Immediate

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### **SCOPE OF RESPONSIBILITIES:**

The Recess Monitor for West Hills Christian School provides supervision and assistance to students for recess activities under the direction of the Director of Administrative Services. The Recess Monitor will oversee students in the outside play areas and may be required to conduct a variety of indoor and outdoor 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 administration regarding any discipline and/or safety issues.

### **GENERAL COMPETENCIES:**

The Recess Monitor shall have the following competencies:

- 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 demonstrate fair, consistent and sound judgment when coping with chaotic or conflicting situations;
- The ability to take direction and respond to instruction from supervisory staff;
- The ability to apply knowledge and experience of health and safety requirements;

- The ability to apply knowledge, experience and commitment in the areas of race relations, cross-cultural understanding and Christian responsibilities;
- The ability to work and communicate effectively within the West Hills Christian School community, including staff and students;
- The ability to work effectively and cooperatively as part of a team.

## JOB DESCRIPTION

### Qualifications:

- Experience working with children and/or youth;
- Dedicated to serving the Lord wholeheartedly in their role;
- Ability to engage intentionally with students;
- Takes initiative;
- Able to complete:
  - Annual online “concussion” training;
  - Annual First Aid/CPR training (offered by WHCS);
  - Annual online Shield The Vulnerable Child Abuse Training;
  - At-risk student care training with school nurses (to attend to a diabetic episode, severe allergic reaction, etc.);
  - Sign-off on Declaration of Ethical and Moral Integrity;
  - Sign-off on Adult To Student Interaction Policy;
  - Sign-off on Employee Handbook;
  - Faculty Vital Statistics;
- Good physical health and mobility;
- 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);
- Able to be on feet for entire shift;
- Prompt and reliable in attendance;
- Able to lift up to 20 lbs if need be;
- In agreement with West Hills Christian School’s “Statement of Faith” and “Declaration of Ethical and Moral Integrity Statement”;
- In agreement with West Hills Christian School’s “Adult To Student Contact” Statement;
- Willing to submit to background check.

### Specific Job Components:

The Recess Monitor at West Hills Christian School shall perform tasks as assigned by the Recess Team Leader. These tasks may vary from time to time and include, but are not limited to, the following:

- Supervise students to ensure a safe environment;
- 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);
- Address school and staff inquiries;
- Oversee outside play and/or activities;
- Attend and participate in Recess Monitor meetings and training sessions as required;
- Other duties as required by the Director of Administrative Services.

**Start Date:** \_\_\_\_\_

**Supervisor:** Director of Administrative Services

**Contract Length:** 8/31 (orientation) then 9/9-6/14 (school year - summers, holidays, etc., off)

**Compensation:** Will discuss

**Work Schedule:** Will discuss