

## **Recess Staff Wanted for 07-08 School Year at San Diego Cooperative Charter School**

**To apply for this position, please e-mail Linsey McMillan (Recess and Extended Day Program Director) at [edp@sdccs.org](mailto:edp@sdccs.org). Be sure to include your resume for our review.**

We are seeking to fill the following positions:  
Recess staff members working with K-8<sup>th</sup> graders.

**Hours are Monday – Wednesday and Friday: 11:00 am-2:00 pm; Weekly staff meeting on Monday at 1:45pm**

COMPENSATION: \$11/hr

### DESCRIPTION

Primary responsibility is to ensure physical and mental well-being of the students in San Diego Cooperative Charter School during Recess and Middle School Lunch Break. As part of a team of 5 Recess staff, helps to oversee up to 160 students on the outdoor playground and maintain order and safety during lunch at the outdoor lunch arbor. EDP Staff needs to be perceived by the students as someone who will listen to problems, confessions, or accomplishments. EDP Staff is responsible for implementing disciplinary policy with students when necessary and for reporting names of students who are having discipline problems to the Recess Director. Recess Staff may be responsible for administering first aid to students and for documenting all injuries. Recess staff may also be asked to coordinate outdoor games and activities, such as soccer games, jump rope and basketball. Opportunities may become available for extra hours (i.e., attending meetings, school meeting childcare, administrative duties).

### EXAMPLES OF DUTIES

1. Supervise a section of the playground and oversee students physically, emotionally and protect each individual from harm's way.
2. Enforce student safety rules.
3. Enforce playground and campus behavior standards.
4. Organize and supervise organized games.
5. Acknowledge and reinforce desirable student behavior.
6. Administer first aid to students and document all injuries
7. Report on appropriate referral form(s) special behavioral problems to Recess Director.
8. Report any concerns to Recess Director.
9. Maintain an open line of communication with teachers regarding student behavior during Recess.



## QUALIFICATIONS

Prior to start of employment and following the interview, staff must complete a Livescan and TB test (result of test must be negative). CPR and First Aid required

## KNOWLEDGE OF

1. School and District rules regarding student conduct and safety.
2. Student games and their rules.
3. Appropriate positive discipline methods.



## ABILITY TO

1. Demonstrate dependability and reliability.
2. Learn and apply school and District rules pertaining to student behavior.
3. Use good judgment in interacting with students.
4. Positively influence children's behavior and standards of conduct.
5. Be firm, fair and consistent in dealing with student behavior problems.
6. Be a positive role model for students.
7. Work cooperatively with other Recess staff, parent volunteers and school staff.
8. Be self-motivated to organize games or activities during Recess and to establish working relationships with teachers.
9. Willing to go the extra mile to contribute to and improve the Recess program.
10. Able to engage students' attention and respect.

## EXPERIENCE

Experience in working with school age children.