



Grace Christian School

Part-Time Head Recess Supervisor

Job Description

Overview

The qualified individual must be an evangelical Christian committed to living a Biblical lifestyle. He/she is expected to demonstrate patience, humility, integrity, and kindness while performing his or her day to day duties. He/she must be devoted to prayerfully work with administration, faculty, students and parents to develop and maintain a school which is thoroughly Christian and academically superb. The Recess Duty is under the direct supervision of the Elementary Principal.

Personal Qualifications

1. Be deeply committed to a consistent daily walk with Jesus Christ.
2. Spend time daily in personal devotions and prayer.
3. Show in his/her life the joy of the Christian life.
4. Follow the Matthew 18 Principle in dealing with students, faculty, parents and administration.
6. Possess the ability to work gracefully with parents, students, and other school staff.
7. Be diligent to being on time and demonstrate the ability to accept and carry out responsibilities and make competent, professional decisions under pressure.
8. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
9. Respectfully submit and be loyal to constituted authority. Shall notify the administration of any policy he/she is unable to support.
10. Be highly motivated with a positive attitude at all times and lead a physically active lifestyle.

Job Description for Recess

1. Daily check all playground equipment for safety (loose screws or broken parts). Communicate any maintenance work orders regarding equipment or need on playground.
2. Before the first day of school, have copies of the recess guidelines in each teacher's box.
3. Make the daily recess attendance sheets, keep a master copy.
4. Find out the PE schedule and get a plan devised for where and when you can use the gym for inside recess. Also which gym! Communicate with the Elementary teachers regarding the inside recess schedule & provide a copy to them.

5. Make the decision in the winter when snow gear (snow pants, hat and gloves) are mandatory. In the Spring when coats must be worn and when it is warm enough to take them off at recess. When snow gear is no longer needed.
6. Keep enough copies of all the forms we use: Daily attendance sheets, pink slips, and pink slip cover sheets.
7. Daily: transfer notes (steps) and write a summary for the Principal. Keep a copy for your records. Consistent emails to parents when their child reaches Step 2.
8. When on the playground be aware when to blow the whistle for the kids to line up.
9. Follow through with recess discipline plan.
10. Maintain recess balls and toys in good working order. Keep the first aid kit stocked with supplies and have the kit on your body during recess.
11. Keep the trashcan on the playground emptied as needed. Let the janitors know when it's full and they will empty it for you.
12. Keep informed when field trips are so you know who will be missing recesses.
13. Maintain clear communication with Elementary Administrative Assistant.
14. The end of the month is also when the green slips are written for the students that did not receive any steps for the month. Keep a list to track month by month of who gets steps, for the end of the year award.
15. In May make a list of all the students who have NEVER got any steps all year. You will make certificates for these students to receive at the end of the year chapel.
16. The last week of school condense paper files, inventory recess toys, and clean out the recess cabinets.
17. Track and keep up with all birthdays K-6. Create birthday give away bags.
18. During break up communicate with the Secondary office regarding any potential high school student that may be seeking service hours. Service hours for a volunteering student(s) can be to clean & rake the playground.