



Recess Assistant | 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 that is thoroughly Christian and academically superb. The Recess Supervisor is under the direct supervision of the K-6 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. Experience with children preferred.
11. Be highly motivated with a positive attitude at all times and lead a physically active lifestyle.

Job Description

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. Be familiar with the PE schedule and devise a plan for inside recess when necessary due to weather conditions. Communicate with the Elementary teachers which gym and the schedule.
5. Determine and communicate when snow gear (snow pants, hat and gloves) is mandatory. In the spring, determine when snow gear is no longer needed.
6. Keep copies of all the forms: 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. Follow through with recess discipline plan.
9. 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.
10. Keep the trashcan on the playground emptied as needed. Let the janitors know when it's full and they will empty it for you.
11. Keep track of elementary field trips so you know when a class will be missing recess.
12. At the end of each month, green slips are written for students that did not receive any steps for that month. Keep a list to track month by month of who gets steps and for the end of the year award for K – 3 classes.
13. In May make a list of all the K -3 students who have NEVER gotten any steps all year. You will make certificates for these students to receive at the end of the year chapel.