



Lower School Student Supervision (SACC)

Hired by: Lower School Principal
 Evaluated: Annually
 FLSA: Non-exempt

Reports to: SACC Supervisor
 Schedule: 10 months
 Supervises: Students

Hours 3:30-6:00 pm M-F - we are looking to add several members to our team to assist the lower school staff with the following:

Professional Responsibilities (essential)

- Attendance and give snack
- Free play supervision (could be indoor based on the weather)
- Assistance with homework
- Report behavioral issues to SACC Supervisor

Professional Requirements

- High school diploma or GED
- Possess a genuine and positive interest in children and youth and demonstrate a willingness to work with all students
- Strong oral and written communication skills
- Willingness to secure first aid

Physical Requirements

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Outdoor Duty			
Cold (50 deg. F or lower)		X	
Heat (90 deg. F or higher)	X		
Noise		X	
High stress	X		
Interruptions			X
Climbing stairs	X		
Standing/Sitting/Crawling			X
Walking/Running			X
Kneeling/Bending	X		X
Reaching over shoulder		X	
Pushing/Pulling		X	X

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
MOVING HEAVY ITEMS			
Lifting/Lowering/Carrying			
Up to 20 lbs.	X		
Up to 50 lbs.	X		
More than 50 lbs.	X		
OPERATE MACHINERY			
Telephone/Fax	X		
Computer/Printer/Copier		X	X
OTHER REQUIREMENTS			
Summon emergency help	X		
Apply CPR/First aid	X		

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Print Name

Date

Signature