



## 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 3:00-6:00 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**

<b>WORKING ENVIRONMENT</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
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

<b>WORKING ENVIRONMENT</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
<b>MOVING HEAVY ITEMS</b>			
Lifting/Lowering/Carrying			
Up to 20 lbs.	X		
Up to 50 lbs.	X		
More than 50 lbs.	X		
<b>OPERATE MACHINERY</b>			
Telephone/Fax	X		
Computer/Printer/Copier		X	X
<b>OTHER REQUIREMENTS</b>			
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