

# WESTERLY PUBLIC SCHOOLS

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**Department:** Elementary/Middle Schools

**Class Title:** Part Time School Year Cafeteria Recess Aide

FTE: .38

**General Statement of duties:** This part time non-union position is responsible for supporting the needs of students during breakfast and/or lunch and while students are at recess.

**Supervision Received:** This position is supervised by School Level Administration.

**Supervision Exercised:** None

**Nature and Scope of Position:**

**Job Functions and Responsibilities:**

- Maintains confidentiality regarding all aspects of position.
- Actively supervises indoor and outdoor playground activity including walking around the play area/cafeteria to observe many students at once.
- Helps children while in the cafeteria with buying lunch, opening food items, cleaning up and placing lunch boxes in classroom lunch bins
- Supports children by coordinating teams and playground games,
- Supervises playground activity to ensure safe and friendly play and exercise.
- Lines students up quietly to transition from cafeteria to outside playground or from outside playground to cafeteria.
- Helps students manage typical peer conflict.
- Adhere to PBIS standards set in each building by utilizing the positive reward system frequently and use the scripted PBIS interview for minor infractions.
- Report major disciplinary issues in a timely fashion.
- Inventory all equipment and report any broken or damaged equipment to building administrative assistant.
- Check the physical playground daily before students utilize it to ensure that all equipment is safe and the area is free of debris and litter.
- Carry and utilize the walkie-talkie system.
- Refrains from cell phone usage while working with the students
- Conversations with adults should be kept at a minimum.
- Works within assigned area using the SMILE strategy Scan, Move, Listen, Engage
- Performs other related duties as assigned.

**Required qualifications for appointment:**

**Knowledge, skills and capabilities:**

- Experience supervising children.
- Ability to lift, carry, run, walk up and down steps, and properly prevent a student from harm.
- Capable of resolving student disputes if they arise.
- Ability to discern the need for supervisory support.

**Education:** Must have a high school diploma, or equivalent.

**Experience:** 1-2 years' experience as parent, grandparent or working with children aged 5-12.

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Employee Signature

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DATE

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## CONFIDENTIALITY AGREEMENT

This Agreement is made between \_\_\_\_\_ and Westerly Public Schools, on \_\_\_\_\_ 20\_\_\_\_.

I agree to perform services for Westerly Public Schools which may require the disclosure to me of confidential and proprietary information ("Confidential Information"). (Confidential Information is any information of any kind, nature, or description concerning any matters affecting or relating to Employee's services for Westerly Public Schools, its students, business or operations including the products, drawings, plans, processes, or other data exclusive of information in the public domain.) Accordingly, to protect Confidential Information concerning Westerly Public Schools that will be disclosed to you, you agree to the following:

- A. I will hold the Confidential Information received from Westerly Public Schools in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.
- B. I will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by Westerly Public Schools.
- C. I will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of my duties for Westerly Public Schools.
- D. I will, upon their request or upon termination of my relationship with Westerly Public Schools, deliver any notes, documents, equipment, and materials received from Westerly Public Schools or originating from its activities to the Superintendent or designee.
- E. Westerly Public Schools shall have the sole right to determine the treatment of any information that is part or project specifically received from me, including the right to keep the same as a trade secret, to use and disclose the same without prior patent applications, to file copyright registrations in its own name or to follow any other procedure as Westerly Public Schools may deem appropriate.
- F. **Westerly Public Schools reserves the right to take disciplinary action, up to and including termination for violations of this agreement.**

I represent and warrant that I am not under any preexisting obligations inconsistent with the provisions of this Agreement.

Signing below signifies that I agree to the terms and conditions of the agreement stated above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
DATE