

RUMSON SCHOOL DISTRICT

Rumson, New Jersey

TITLE: RECESS COORDINATOR

QUALIFICATIONS:

1. Minimum experience as determined by the board
2. CE, CEAS, or Standard Teaching Certification
3. Demonstrated ability to work successfully with children and adults and to perform assigned duties
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal

SUPERVISES: The lunchroom and recess activities under the direction of the building principal.

JOB GOAL:

To assist in the coordination and maintenance of an orderly, safe and pleasant atmosphere and during recess by helping and supervising students, organizing duties and schedules.

PERFORMANCE RESPONSIBILITIES:

1. Supervises students during recess.
2. Circulates among the designated areas during recess so as to be available to children and staff who need help or to resolve any minor problems that arise.
3. Informs building principal of any serious infractions of discipline rules by students.
4. Ensures the orderly operation of recess activities, duties, and schedules.
5. Organizes groups for orderly dismissal and arrival from recess.
6. Performs other related duties as assigned.
7. Ensures that security and safety protocols and procedures are followed.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the CBA.

ANNUAL EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Rumson Board of Education

Date: May 23, 2018

LEGAL REFERENCES:

N.J.S.A.18A:6-7.1 Criminal history record
N.J.S.A.18A:16-1 Officers and employees
N.J.S.A.18A:16-2 Physical examinations; requirement
N.J.A.C. 6A:32-6 School employee physical examinations
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.