

**Gilroy Unified School District**  
7810 Arroyo Circle  
Gilroy, California 95020

**What is a Bus/Yard/Noon Duty Supervisor?**

Monitor and supervise students in Kindergarten through 8th Grades at various times during the school day in order to ensure the health and safety of students while at school.

Pay rate: \$11.13 per hour

- ✓ Interested in employment as a Bus/Yard/Noon Duty Supervisor?
- ✓ Able to communicate effectively with children?
- ✓ Able to maintain a firm but patient and courteous attitude toward students?
- ✓ Able to effectively follow through on school site policies?
- ✓ Ability to maintain effective relationships with students and staff?
- ✓ Like flexible hours?

If you are interested in a position as a supervisor, please complete an application form and return your completed application to the District Office or to the school site in which you would like to work.

**Note:** Applicants selected must pass a background check which includes fingerprint clearance from the Department of Justice and FBI; complete appropriate employment forms (including loyalty oath, W-4 form); provide original social security card and one other form of identification. Applicant must also produce documentation of residency. Applicant is responsible for the fingerprint-processing fee of \$71.00 and provide proof of TB Skin Test.

For additional information, contact Gilroy Unified School District - Human Resources at 848-7131.



**Gilroy Unified School District**  
**Gilroy, California**

**Job Title:** Bus/Yard/Noon Duty Supervisor

**Description of Basic Functions and Responsibilities:** To monitor, direct and supervise students at various times during the school day in order to ensure their health and safety. Employees in this classification receive general supervision from an on-site administrator within a framework of well-defined policies and procedures. This job class exercises responsibility for supervisory duties outside the classroom and is responsible for the conduct, welfare and safety of students in assigned areas.

**Typical Duties:**

- Maintains levels of safety and order consistent with assigned areas while enforcing school rules and regulations.
- Monitors students play/recreational activities, anticipating and amending situations that may cause accidents or endanger students.
- Inspects assigned areas for unsafe conditions regularly and refers hazards to the appropriate source.
- Organizes and/or participates in safe and enjoyable play/recreational activities.
- Learns and follows established procedures in case of accident or injury.
- Maintains discipline consistent with play/loading area, referring problems to classroom teacher or principal.
- Reports injuries to the appropriate source in accordance with school policy.
- Learns the proper usage of all playground equipment settling disputes over child-made or official rules.
- Examines the assigned areas at the end of duty for equipment, clothing, books or other articles, making certain that said items are reported to appropriate staff members.
- Learns the routine of the loading area - for example: bus students, car students, drivers, parents or families, checking for unusual and/or suspicious occurrences.
- Reminds students of the arrival/departure of buses/cars, changes in bus schedules, changes in drivers, so that each student is directed to the appropriate vehicle.
- Performs related duties consistent with job description.

**Employment Standards:**

- Ability to maintain a firm but patient and courteous attitude toward students.
- Ability to learn District and school policies related to the conduct, safety and welfare of students in assigned area.
- Ability to communicate effectively with children.
- Ability to inspect school playground, recreational, and bus loading areas for prospective safety/health hazards and to take appropriate action to correct such hazards.
- Ability to understand and follow both oral and written instructions.
- Ability to exercise tact, diplomacy and good judgment in dealing with students.
- Ability to establish and maintain effective relationships with students, teachers, principals, parents and others contacted in the performance of required duties.
- Ability to pass reference check and fingerprint clearance with Department of Justice and FBI.