

**TITLE:** Responsible Adult  
**SCHOOL:** District  
**REPORTS TO:** Principal or Designate

---

0237

### **SUMMARY**

Under the general supervision of the Principal or designate the Responsible Adult will be responsible for supervision and assistance to students; some with diverse needs.

---

### **DUTIES**

1. Provide general supervision to children on school property in and out of the classrooms including before and after school; recess and lunch supervision; and on occasion during school fieldtrips (avoid specialized classrooms where extra training may be required such as woodwork or automotive)
  2. Assist teachers or Early Childhood Educator (“ECE”)s within the parameters of the class specification with group support involving individual or multiple students within classroom settings
  3. Develop relationships with students and provide encouragement, advice, and assistance regarding life skills, direction, and preparation
  4. Facilitate and encourage positive social interactions with students, staff, and the community
  5. Assist students with activities to promote their physical, mental, and social well-being
  6. Arrange desks and work area to provide ease of access as directed by a teacher
  7. Support student transition at the start and end of the school day.
  8. Maintain health and safety practices in accordance with the School District Guidelines
  9. May, on occasion, be required to perform other related duties as assigned.
- 

### **QUALIFICATIONS**

- High school graduation or the equivalent.
  - 6-months related experience or an equivalent combination of training and experience working with children or youth
  - Successfully completed the 20-hour online Responsible Adult Course, preferred
  - Strong verbal, written communication, and interpersonal skills
  - Ability to work proactively and in a self-directed manner to foster an atmosphere of trust and respect for and from students
  - Proficient in basic digital literacy; and internet safety
  - Ability to maintain the confidentiality of sensitive information seen or heard
  - Physical capability to perform the job duties
-