

**TITLE:** Morning Playground Supervisor – Elementary

**QUALIFICATIONS:** New Jersey Teaching Certificate.

**REPORTS TO:** Superintendent of Schools and Principal.

**TERMS:** School Year (10 Months).

The purpose of morning duty is for to supervise and oversee the arrival of students onto the school grounds and/or as they enter the school building.

#### Job Description

- Teachers are required to be on duty for 10 minutes, from 8:20-8:30am.
- Morning duty could be inside or outside.
- Teachers are expected to walk around and monitor the students.
- Never leave the children unattended.

#### Inside Duty

Location – Cafeteria, Gymnasium, All-Purpose Room, or another designated area.

- If possible, students should be seated to avoid accidents.
- Kindergarten, grade one, and grade two students should be lined up by 8:28am, for the purpose of an orderly and safe entry to their classrooms.
- Grade 3 through 6 students need to be attentive and ready to move once the primary grades have entered.
- The duty teacher should assist students as they move to their classrooms..

#### Outside Duty

Rule – Students remain outside if the temperature is 32 degrees or higher.

- Teachers should be positioned so that students are visible from all angles.
- No ball playing or running is permitted.
- Kindergarten, grade one, and grade two students, when possible, should enter the gym or cafeteria by 8:25am with a duty teacher to accelerate the entry procedure.
- Grade 3 through 6 students need to be lined up by 8:28am and ready to enter by 8:30am.