

JOB DESCRIPTION

JD MIS 301  
Updated: September 2009

**Position Title:** Chaperones-Home Events (Non-Athletic)

**Qualifications.**

- Ability to relate to students
- Ability to work with others
- Ability to follow school policies, procedures and rules.
- Ability to accept constructive criticism.

**Position Function:**

To supervise, direct and assist students at various school sponsored events or activities to ensure that a safe, inviting and educational environment is maintained immediately prior to an event, during the event and immediately following the event until all students have left the premises.

**Specific Responsibilities:**

- Directly responsible for the safety and well being of all students while they are on the premises.
- Demonstrate a high degree of visibility while students are present.
- Prevent students from loitering in areas on the premises where they can not be observed at all times.
- Approve all leaving and coming of students.
- Supervise and assist students in the set up and taking down and clean up of materials and equipment used for an activity.
- Secure the premises by making sure that all doors inside and outside are locked during and after an event.
- Report any injuries to school officials and file an injury report to the building principal.
- Report any student behavior problems to the building principal.
- Secure a list of the students eligible and ineligible to attend the event from the building principal and adhere to the eligibility of the list provided.
- Confer with the building principal prior to the event of any special or unique situation that may have been established.
- Confer with the building principal after the event is completed about any matters related to the activity or event.

**Evaluation:** Performance of this job will be evaluated with provisions of the Board's policy on evaluation. Evaluation will be by the building principal.