



## **SUPERVISOR**

For over 40 years, German International School New York (GISNY), an independent Pre-K through Grade 12 college preparatory program, cultivates students to develop into curious, analytical, and conscientious global citizens. Our distinctive bilingual education and rigorous curriculum that emphasizes the sciences, open a world of opportunities for our students. GISNY is the only school in the tristate area accredited to offer the NYS High School Diploma and the German International Abitur, a globally recognized diploma, which facilitates access to universities worldwide. We see ourselves as a community that encourages open-mindedness, tolerance, and global awareness. We recognize individuals and their unique attributes and take responsibility for our fellow citizens and the environment.

GISNY is seeking dynamic, proactive, and responsible candidates to join our team of Supervisors (Aufsichten). They are responsible for supervising the children in the hallways, cafeteria, inside the classrooms, and on school grounds with the objective of protecting students from injury or diminish the risk of student injury, maintaining the order/discipline and cleanliness of the school. They foster an environment of respect and dignity among the children and work with other staff members to form a positive and welcoming atmosphere for all. Working hours are flexible and capped at 20 hours per week.

## **JOB FUNCTIONS & RESPONSIBILITIES**

The elements of supervision are

### **1. Presence and attentiveness**

- Arrive at the designated area, e.g., playground, soccer field, prior to students and remain until end of the break.
- Stay in reasonable proximity to the students.
- Keep all students in sight. If one of the supervisors cannot see the students, the students are not being properly supervised.
- Remain free from distractions
  - Do not engage in conversations with other supervisors while supervising.
  - No cell phone use while on duty; personal cell phones should be left in car or office.
  - No eating or drinking while on supervision duty.

- Keep an open and attentive communication (radios on Channel 1)

## **2. Student behavior monitoring and intervention**

- Be knowledgeable of and consistently enforce school rules and policies.
- Foster an environment of respect and dignity among the children. Work with other staff members to form a positive, supportive team atmosphere
- Restrict students from roughhousing, horseplay, or other inappropriate behavior on or near any apparatus.
- Control the play environment.

## **3. Hazard surveillance and intervention**

- Be risk-conscious; prioritize attention in the areas where accidents are most likely to occur.
- Check the playground daily, and appropriately inform the maintenance or safety and security team of any ground and equipment hazards.

## **4. Respond appropriately to emergencies**

- Handle emergencies that occur on the playground properly to reduce potential injury and damage.

## **REQUIRED EXPERIENCE & QUALIFICATIONS**

- High school degree
- Fluent in English, some knowledge of German would be an asset
- Experience in a similar position at a school, preferably with young children
- Be able to enforce rules.
- Know how to alter student's behavior positively. Understand the difference between discipline and punishment.
- Be proactive, polite, and attentive.

## **REQUIRED CERTIFICATES, LICENSES & CLEARANCES**

- Mandatory trainings, provided by the school
- CPR/First Aid Training, provided by the school

## **PHYSICAL DEMANDS & WORKING ENVIRONMENT**

- Able to sit, walk or stand for extended periods of time, light lifting of supplies and materials.
- Exposure to a variety of weather conditions, including exposure to heated/air conditioned and ventilated facilities.
- Exposure to a variety of childhood and adult diseases and illnesses.

*GISNY is an equal opportunity employer. It has been and will continue to be the policy of GISNY to be fair and impartial in all its relations with its employees. Our employment decisions are made solely on an individual's ability to perform the job. In accordance with federal, New York State, and Westchester County*

*law, GISNY does not discriminate on the basis of actual or perceived differences, including those based on race, color, religion, ethnicity, creed, age, national origin, alienage or citizenship status, familial status, gender and gender identity, pregnancy, marital or partnership status, sexual orientation and disability, sexual and reproductive health decisions, or toward victims or those perceived to be victims of domestic violence, sexual abuse or stalking, as well as any other status protected under federal, state, or local laws. Retaliation based on any of the above protected characteristics is absolutely prohibited.*

*In addition, all employees are required to abide by and support our students in following all health and safety protocols.*