



## Now Hiring: Yard Duty

**Position Title:** Yard Duty

**FLSA Status:** Classified / Non-Exempt

**Location:** 149 N. White Rd, San Jose, CA 95127

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### ABOUT ESCUELA POPULAR

Founded in 1986, Escuela Popular (EP) is a grassroots, community-based charter school that has grown to serve over 800 students in East San Jose. Our culturally rich programs focus on serving Latino and Spanish-speaking families, offering:

- A K–8 Elementary School implementing a Two-Way Dual Language Immersion program with Spanish as the target language.
- A high school program for students under 19 years of age.
- An adult high school program for learners over 19, which includes childcare for parents pursuing their education.

EP is committed to educational equity and empowering students through bilingualism, academic excellence, and holistic support.

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### POSITION OVERVIEW

Under general direction, the Yard Duty is responsible for monitoring and supervising students in designated areas to ensure a safe and orderly environment during recess, lunch, and other non-classroom times. The role requires enforcing campus rules, promoting positive student behavior, and responding to safety concerns as needed.

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### KEY RESPONSIBILITIES

- Monitor student behavior to ensure compliance with school rules related to health, safety, and respect.
- Supervise students in designated areas, such as playgrounds, lunch areas, and hallways, ensuring they remain within authorized zones.
- Enforce school policies by educating students on acceptable behavior and conflict resolution.
- Report incidents or unsafe conditions to appropriate personnel and complete written incident reports in a timely and professional manner.



- Ensure students are accounted for and remain in designated areas during recess, lunch, and transitions.
- Monitor non-students on campus, verifying they are authorized visitors and directing them to the front office as necessary.
- Maintain visibility and actively patrol assigned areas to prevent and address safety concerns.
- Assist students in need of first aid or social-emotional support, referring them to the appropriate staff.
- Respond to and de-escalate conflicts between students, seeking assistance from school personnel when needed.
- Take appropriate action in emergency situations, such as accidents or safety threats, following school protocols.
- Identify and report hazardous items or unsafe conditions to the appropriate school personnel.
- Keep areas clean and safe.
- Assist in organizing and setting up playground materials and equipment for student activities.
- Encourage positive social interactions and engagement among students during recess and lunch.
- Maintain a positive and professional attitude while interacting with students, staff, and parents.
- Assist students with questions, concerns, or issues that arise during non-classroom periods.
- Support the school's initiatives to maintain a safe and healthy environment.

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## REQUIRED QUALIFICATIONS

- High School Diploma or equivalent. *(Highly preferred)*
- One (1) year of experience working with a diverse student population. *(Highly Preferred)*
- Bilingual in English and Spanish. *(Required)*
- CPR Certification. *(Required)*

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## COMPENSATION & BENEFITS

- Compensation: Starting hourly ranges from \$19.44-\$23.76
- Paid sick
- Ongoing professional development
- Supportive, mission-driven school culture

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## HOW TO APPLY

Please email the following to [hr@escuelapopular.org](mailto:hr@escuelapopular.org):

- Cover Letter
- Resume
- Two letters of recommendation

Only candidates selected for interviews will be contacted.

**Escuela Popular is an Equal Opportunity Employer**