

Nimitz Middle School
Supervision Matrix 2016-2017

Name	#	Schedule	7:00 a.m.	1 st Lunch	2 nd Lunch	Dismissal	Transitions
Eddie/PM	2			Lunch Area	Lunch Area		
Garcia	3		Cafeteria	Cafeteria	Cafeteria	Front Main Door	Quad-Main
Garibaldi	4		Quad-Main Door	Cafeteria-Store	Cafeteria-Store	Access Road	English Build.
Arce	5		Quad-Stage/cafe	Quad/Gym	Quad/Gym	Quad-Main	Quad/Cafe
Uyeshima	6		Quad-6 th gr./cafe	Quad-Main Door	Quad-Main Door	Front Main Door	Quad/Cafe
Jenssen	7		Stage-back	Boy RR-Bleachers	Boy RR-Bleachers	61 st and Carmelita	Main Build.
Figueroa	8		Dean's Gate	Stage	Stage	Dean's Gate	Anchor/Boy RR
Roesner	21			Girls RR-library		Stage	
Esparza	22			library		Library-Girls RR	
Sanchez	23			cafeteria		Btw: Gym & ELA	
Paiz	24			Girls RR-English		Behind Anchor	
Espinosa		7:50-8:10am	BB Court/Gym 2fl.	Boy RR-English		BB Court/Boys RR	
Meza	83	7:50-8:10am	Title I Hallways		6 th gr. patio	6 th gr. Patio	
Valenzuela	84	7:50-8:10am	English Building-1fl		Bleachers/Quad	English-1fl./2 nd fl.	
Diaz	85	7:50-8:10am	English/Math 2 fl.		Bleachers/Quad	Quad-Girls RR	
Perez		7:50-8:10am	6 th gr. Patio	6 th gr. Patio		6 th gr. Quad	
Rodriguez		7:50-8:10am	Science Building-2	Back of Stage		CUM door-out	
Gutierrez/Lin					Lunch Line	Attend. Outside	Girls RR
Garcia	13	7 – 3:00 pm Lunch: 10:10 am	Loma Vista Gate/BB Courts	Lunch Line/Boys R.R	Lunch Line/Boys R.R	Loma Vista Gate/BB Courts	300's/ELA Build.
Davila	14	7:00-10:00	Access Road/400's				400's
Gomez	15	10:00-1:00		Main Entrance	Main Entrance		
Cruz	16	7:30-10:30	Main Entrance				6 th gr. 300's
Carrizoza	17	11:30-2:30		Lunch Line	Girls' RR/ELA	Main Entrance	6 th gr. 300's
Colindres	18	M-Th: 11:00-2:00 Fri- 12:00-3:00		Lunch Line	Girls' RR/Library	Loma Vista	400's

Revised Tentatively 8/15/16

Campus Aides Roles and Responsibilities

- Assists in maintaining standards of student discipline and ensuring the observance of rules and procedures by students and others on a school campus at the direction of a school administrator.
- Observe and report any incidents that violate school rules or procedures.
- Patrols school facilities, and other campus locations in order to observe student behavior and prevent violations or unsafe activities.
- Active supervision requires campus aides to be ready to observe and report.
- Be in your assigned area at all times.
- Positive reinforcement for students.
- Please follow front gate procedures at all times.
- Be courteous and professional at all times.
- Use radio etiquette: transmissions should be short, precise and should not include names.
- Do not radio offices to inform them of students, parents, or staff.
- Support your peers at all times.
- May deliver, set up, layout, or collect equipment and other materials.
- Performs duties as assigned.
- Respect all stakeholders: Parents, Staff, Students, and Community members.
- Conversations with stakeholders must be professional and relevant to job responsibilities.
- Priority is to maintain the safety of all stakeholders.
- Online training is available on LAUSD Learning Zone.

I have read and understand the roles and responsibilities of a Campus Aide.

Employee

Date

Site Administrator

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Name	1 st Lunch	2 nd Lunch	Assigned Area
Ms. Anguiano	X		Lunch Lines
Ms. Ayala		X	Lunch Lines
Ms. Baker	X		Lunch Lines
Ms. Buenrostro		X	Bleachers
Ms. Buenrostro			RSP Assignment
Ms. Coronado			One on One
Ms. Diaz		X	Behind the stage in-between Gym and ELA
Ms. Luna			One on One
Mr. Ruiz	X		Boys Restroom near the anchor
Ms. Torres			One on One
Ms. Washington		X	Lunch Lines
Mr. Rodriguez			One on One
Ms. Zuniga	X		Girl's Restroom in ELA Building
Ms. Collins			One on One

Supervision Guidelines

- Observe and report any incidents that violate school rules or procedures.
- Active supervision requires to be ready to observe and report.
- Be in your assigned area within 2 minutes after the lunch bell.
- Positive reinforcement for students.
- Priority is to maintain the safety of all stakeholders.
- Do not use electronic devices during supervision.
- Be at your station at assigned area on time.
- Lunch Supervision officially ends when the tardy bell rings (6 minutes after the end of lunch).