

# ROLES AND RESPONSIBILITIES:

## REQUIRED ROLES

### ❖ **Program Administrator:** \_\_\_\_\_

- Person willing and able to take responsibility for structured recess program
  - Develops the School Recess Plan
  - Coordinates stakeholders' meeting and forum
  - Assesses, maintains and procures needed playground equipment
  - Responsible for zone mapping, game selection, and game/zone rotational schedule
  - Develops expectations for student behavior and supervisor behavior management
  - Coordinates & trains Recess Supervisors
  - Works closely with Lead Recess Supervisor soliciting feedback on student behavior, participation in games, creation of new and/or modification of current game zones, and game scheduling

### ❖ **Lead Recess Supervisor:** \_\_\_\_\_

- Person willing to report to program administrator & lead other recess supervisors
  - Helps develop recess game zones and zone schedule
  - Follows activity schedules
  - Leads recess set-up and tear down
    - updates equipment cart to reflect activity schedule
    - makes sure that zone activities are set up
    - makes sure that equipment cart is brought out for recess and put away after recess
  - Encourages students to participate in activities
  - Leads resolution of student conflicts and behavior management

### ❖ **Recess Supervisors:** \_\_\_\_\_

- Direct supervisors of children playing in recess zones
  - Teach and re-teach expectations of student behavior
  - Assist with group game instruction and/or use of recess equipment
  - Encourage student participation in games and activities to increase movement
  - Provide feedback to Lead Recess Supervisor regarding recess successes and challenges

## OPTIONAL / ENHANCED ROLES

### ❖ **Student Recess Leaders:** \_\_\_\_\_

- Upper-grade students who assist Recess Supervisors
  - Assists with game instruction or use of recess equipment
  - Encourages student participation in games and activities
  - Will notify Recess Supervisor if there are behavior or game issues on playground

\*\*Incentive systems can positively recognize students who are responsible for the equipment and/or for the facilitation of games.

