

NOON DUTY AIDE

DEFINITION

Under general supervision of the school principal or designee, supervises areas as assigned with particular attention being given to the health, safety, and conduct of students while maintaining a firm but respectful and courteous attitude; possess high moral and ethical standards; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- may release students to authorized individuals
- supervises and assists children in the parking lots, cafeteria and lunch areas, on the playground, or a combination of several, or all of the aforementioned areas, to ensure student safety and welfare
- demonstrates concern for the safety and welfare of all students
- is aware of the hazards of the playground and observes students carefully
- knows and follows the established procedures in case of accidents or injuries
- assists in organizing safe and enjoyable recreational activities
- establishes and maintains good communication with student leaders
- is aware of the total playground area and all students using it
- patrols areas such as restrooms, hallways, places out of the direct line of supervision, and other places where students congregate to ensure student safety
- uses the “perimeter” system assigned (circulating around the area)
- maintains attention on the total area assigned, including light sweeping/mopping of eating areas, wiping down of tables, and throwing away any trash as needed
- Others duties as assigned

WORK ENVIRONMENT

Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

QUALIFICATIONS

Knowledge of: Student guidance principles and practices; rules and regulations established for the safety and welfare of the students; interpersonal skills using tact, patience and courtesy with students and staff.

Ability to: Learn the procedures, functions, and limitations of assigned duties; read, understand, and follow oral and written directions; understand and follow the policies and procedures in the District’s Noon Duty Supervision Handbook; assure regular attendance on the job; communicate effectively with students and staff; establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE

Experience: Experience working with school-aged children in an organized environment is desirable.

Education: High School graduation or equivalent is preferred.

Condition of Employment: Possession of a valid state Identification or a valid state Driver License, pre-employment physical examination clearance, Tuberculosis test clearance and a background clearance from the Department of Justice and Federal Bureau of Investigation.