

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	Noon Duty Aide	REPORTS TO:	Principal
DEPARTMENT:	School Site	CLASSIFICATION:	Exempt
FLSA:	Non-Exempt	WORK YEAR:	Various
BOARD APPROVAL:	3/14/07	SALARY:	\$10.44 (2006-07)

BASIC FUNCTION:

Supervise students during the noon lunch and recess period, maintain appropriate order and standards as necessary to insure their health, safety, and welfare; supervise students assigned to serving and clean-up of the lunch facility.

REPRESENTATIVE DUTIES:

- Supervise students on the playground or in the lunch areas. *E*
- Assist in setting up the lunch room, supervise students in serving and clean-up. *E*
- Supervise students during the recesses on the playground or in the classrooms during inclement weather. *E*
- Assist in maintaining a clean, orderly and attractive school environment. *E*
- Complete paperwork as necessary to communicate supervision issues to teachers and other staff. *E*
- Participate in meetings and in-service training programs. *E*
- Direct group activities with students as assigned. *E*
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school.
Prefer one year of experience working with youth in an organized setting.

LICENSES AND OTHER REQUIRMENTS:

Ability to obtain CPR/First Aid Certificate

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- General purposes and goals of public education
- Concepts of child growth and development and child behavior characteristics.

ABILITY TO:

- Demonstrate an understanding, patient, warm, receptive attitude towards children.
- Print and write legibly.
- Understand and follow oral and written directions.

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KNOWLEDGE AND ABILITIES:

ABILITY TO: (continued)

- Learn the procedures, functions and limitations of assigned duties.
- Communicate effectively with children and adults.
- Monitor and discipline students according to approved policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Complete work with many interruptions.
- Work independently with little direction.
- Work well with others.
- Learn new equipment and procedures.
- Work with confidentiality and discretion.

WORKING CONDITIONS:

ENVIRONMENT:

Elementary school classroom and playground environment.

PHYSICAL ABILITIES:

Standing for extended periods of time; bending at the waist to assist students; reaching overhead, above the shoulders and horizontally; hearing and speaking to exchange information; seeing to monitor student activities and behavior.