

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Noon Duty Aide

DESCRIPTION OF BASIC RESPONSIBILITIES

To monitor and supervise students at meal and recess times to ensure their health and safety and exercise responsibility for their conduct.

SUPERVISOR: Principal or Assistant Principal

TYPICAL DUTIES:

1. Monitors individuals and small groups of students, and/or playground activities for the purpose of providing a safe environment.
2. Maintains safety and order of students within assigned areas such as playgrounds, cafeteria, classrooms, hallways, and restrooms while enforcing school rules/regulations.
3. Advises students of rules and regulations and proper conduct and behavior.
4. Anticipates and intervenes to prevent situations that may endanger students' welfare or safety.
5. Supervise student restrooms for safety measures.
6. Assists students to line up in designated areas at end of lunch/recess period. Monitors students until teachers arrive. Escort students from classrooms to other classrooms as needed.
7. Reports violations of student conduct to designated authority in a timely manner.
8. May issue disciplinary slips, writes up warnings and discipline referrals, and/or refers problems to teacher/Principal, escorts students to site Administrator for misconduct as required.
9. Directs non-students or adults off school grounds without proper visitor pass.
10. Follows established procedures in case of accident, injury, or illness.
11. Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Age appropriate method of tutoring and motivating students;
- Use of proper English and grammar;
- Children's recreational activities, games, etc.

Ability to:

- Maintain a firm but patient and courteous attitude toward students;
- Maintain a positive and safe environment;
- Follow district and school policies related to conduct, safety, and welfare of students in assigned areas;
- Communicate tactfully and effectively with children;
- Understand and communicate effectively in both oral and written forms;
- Effectively supervise students on school playgrounds and other areas as assigned;
- Exercise tact, diplomacy, and good judgment in dealing with students.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent.
- TB test clearance.
- Criminal Justice Fingerprint clearance.

Board Approved April 26, 2016