

St. Helens School District
Job Description
DUTY ASSISTANT

Job Title: Duty Assistant
Reports To: Principal
FLSA Status: Non-Exempt

JOB SUMMARY

Supervises students throughout school site (playground, lunch, bus area) ensuring a safe and secure environment for students at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures especially as they pertain to the school grounds.
2. Supervises students throughout school site including in the cafeteria, at recess, in hallways, in parking lot, on field trips and in the classroom in compliance with school policy(ies), District policy(ies) and procedures and state laws.
3. Rotates areas with other duty aides to assure all areas are properly supervised.
4. Supervises students getting on and off the school buses.
5. Evaluates student injuries, determines course of action, performs minor first aid in compliance with District policies and completes required paperwork in a timely fashion.
6. Issues disciplinary citations to students in compliance with District policy(ies) and building guidelines.
7. Maintains safe environment for students at all times.
8. Evaluates safety of playground equipment and supplies.
9. Problem solves to find solutions to problems between students.
10. Assures playground balls are blown up, makes equipment available for students and monitors equipment usage.
11. Structures games for students to play during recess.
12. Unlocks appropriate gates and doors to allow students access to play areas and locks them after use.
13. Cooperates with law enforcement agencies that may investigate thefts, accidents and neighbor complaints.
14. Monitors campus and reports any vandalism found.
15. Handles physically combatant individuals according to current District policy(ies) and state and federal law.
16. Reports safety, sanitary and fire hazards immediately to appropriate staff which may be custodian, office staff and/or Administrator.
17. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
18. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Delivers mail to appropriate staff.
2. Washes cafeteria tables and chairs.
3. Perform general office duties including answering phones directing calls and taking messages as appropriate, greeting the public, typing, copying, filing, sorting materials, and general correspondence.
4. Picks up trash and clothing left on the playground or in cafeteria.
5. Attends staff meetings.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED); and three months related experience and/or training or equivalent combination of education and experience. Prior successful experience working in a school or child care setting strongly preferred.
- **Interpersonal Skills:** Works well with others. Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and contributes to building a positive team spirit. Ability to interact appropriately in potentially volatile situations.
- **Language Skills:** Ability to communicate both verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff, or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- **Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use e-mail and MS Word processing software.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, and parents. Ability to exercise good judgment and work in an environment with frequent interruptions.

- **Certificates, Licenses, Registrations:** Certificates as determined by the District including ability to obtain a valid CPR/First Aid card, bloodborne pathogen training and blood spill training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, but occasionally high. The employee is regularly exposed to wet or humid conditions and outdoor weather conditions.

OTHER

<p>Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.</p>
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Prepared By: OSBA

Prepared Date: April 2009

I have read and understand this job description.

Signature:

Date:
