

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: NOON/YARD DUTY ASSISTANT

BASIC FUNCTION:

Under the direction of the Principal, monitor students in non-classroom activities in accordance with organizational and school policy at an assigned Elementary School site; assure student compliance with school and organizational rules and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Monitor and direct student activities in lunch areas, play areas, hallways, restrooms and in areas adjacent to the school buildings; monitor students during morning drop-off and escort students to designated areas, class and recess.

Inspect, review and monitor campus to deter and prevent inappropriate behaviors and eliminate potential safety hazards; monitor students to assure proper use of playground equipment.

Maintain appropriate student behavior according to established policies and procedures; enforce established school regulations.

Advise students regarding violation of rules and regulations; report inappropriate student behavior and assist in the preparation of necessary incident reports as assigned.

Assist ill or injured students or students experiencing difficulty by requesting immediate assistance from the office.

Assist in keeping assigned campus areas in an orderly and clean condition; regulate noise levels during lunchtime as needed.

Communicate with personnel concerning student safety, student behavior and to resolve issues and concerns.

Operate equipment related to assigned duties which may include a microphone, whistle and two-way radio; operate standard office equipment as assigned by the position.

Administer basic first aid necessary; arrange for emergency medical services as needed.

Attend meetings as assigned by the position.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods of individual and group supervision.
Oral and written communication skills.
Health and safety regulations.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Monitor student activities to assure the well-being and safety of students and staff in non-classroom activities.
Assure student compliance with school and organizational policies and regulations.
Learn, interpret, apply and explain laws, rules and regulations.
Learn organizational operations, policies and objectives.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written instructions.
Determine appropriate action within clearly defined guidelines.
Communicate effectively both orally and in writing.
Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certificate issued by an authorized agency.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Constant interruptions.

PHYSICAL DEMANDS:

Seeing to monitor student activities.
Hearing and speaking to exchange information.
Standing and walking for extended periods of time.
Bending at the waist, kneeling and crouching to retrieve supplies or assist students.

HAZARDS:

Contact with dissatisfied or abusive individuals.

Employee_____Date_____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017