

Oak Grove School District

JOB TITLE: NOON DUTY WORKER

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Under the supervision of the school principal, the role of the Noon Duty Worker primarily monitors students before school, after school, during recess, and during the noon hour period. Responsible for carrying out existing methods and procedures through the proper supervision and control of large groups of children, including routine and special contacts in an understanding and effective manner. The nature of work involves considerable walking during lunch and play sessions.

### **TYPICAL DUTIES**

Monitors children in the cafeteria field, blacktop, playground, outdoor lunch tables, lunch lines, and student stores. Monitors children before, during, and after school in various locations on school grounds. Supervises children while they are eating their lunch. Helps them with minor matters such as: peeling oranges, opening milk cartons or thermos bottles, replacing lost or broken straws, opening potato chip bags, excusing them for the restroom, and other matters. Dismisses children after they have completed their lunch, restroom, and other matters.

### **ESSENTIAL JOB FUNCTIONS**

- Assist with the cleaning & disinfecting of the tables and benches before the next group is seated.
- Excuses students after they have completed their lunch and assures them that they proceed in an orderly manner to the playground and game areas.
- Monitors students on the playground, restrooms, and play areas.
- Supervises students while at play.
- Supervises restrooms and checks them periodically, ensuring restrooms are not in use while checking them.
- Report any spills or unsanitary conditions to the Lead Custodian.
- Supervises gates and ensures students stay within the school campus.
- Supervises assembling of the students for an orderly return to their classrooms.
- Monitors (Prevent) students from misbehaving on the playground.
- Demonstrates proper behavior to those who disregard safety rules and regulations.
- Watches for evidence of fights and friction and immediately intervenes to stop such incidents.
- Restores and maintains order as needed.
- Reports-dangerous and unsafe conditions (Report these unsafe conditions to the Lead Custodian.
- Handles accident cases.
- Administers first aid (only if CPR/First Aid Certified).
- Sends injuries that are more serious to the health office or summons help as needed.
- Report any suspicious behavior on or around the campus and neighborhood to the office.
- Completes referral/discipline forms as needed.
- Assists students in resolving minor conflicts.
- Helps to guide students in developing good habits of sportsmanship.
- Helps students with opening lunch items.
- Maintains communication with site administration, teachers, and support staff regarding student behavior.
- Familiar with campus PBIS expectations and reinforces these with students.
- Performs related duties as assigned.

- Adheres to OGSD Board Policies for professional conduct.

### CERTIFICATES

Valid First Aid and CPR (Required for permanent employees).

### MINIMUM QUALIFICATIONS

- Knowledge of student behavior and characteristics.
- Methods of supervision and motivating students.
- Ability to communicate effectively with students.
- Act quickly with mature judgment.

### CLEARANCE REQUIREMENTS

- Department of Justice (DOJ) Fingerprint Clearance
- Social Security Card
- Driver License
- TB Test Results (within 4 years), Clear Chest X-Ray, or TB Risk Assessment

### ABILITIES

Ability to perform essential functions of the job with or without reasonable accommodation. Working knowledge of problems, attributable to child growth, development, and care. First aid methods and procedures.

### WORKING CONDITION(S)/PHYSICAL DEMANDS

Environment: Indoor and outdoor work environment. Seasonal heat and cold or adverse weather conditions Employees in this position must be able to: Lift and/or carry up to 25 lbs at waist height for short distances. Occasionally lift and/or carry up to 40 lbs at waist height for short distances, with assistance. Hear and understand speech at normal levels and on the telephone with or without hearing aids. See, hear, and speak with/without assistive devices sufficient to communicate effectively with others. Bend at the waist. Reach overhead, above the shoulders and horizontally; grasp. Standing and walking for extended periods of time. Seeing to monitor student activities. Dexterity of hands and fingers. Physical agility and stamina. Ability to run as needed.