

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: NOON AIDE

BASIC FUNCTION:

Under direction of the Principal or Assistant Principal, assist school staff in the safety and well being of students during breakfast, lunch and recess/break activity; supervise students on the playground and in the lunch area; perform other related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Supervise student activities and monitor student behavior in the cafeteria and on the playground during morning, lunch and/or at recess; report problems to appropriate staff according to approved procedures.

Support the implementation of the District's behavior expectation and incentives program; apply school site discipline policy and student conduct code.

Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.

Encourage and promote courtesy among children; assist students by resolving minor conflicts on the playground; maintain a harmonious atmosphere in eating area; help guide pupils in developing good habits of sportsmanship.

Assure the health and safety of students by following health and safety practices and regulations; observe that safety rules are obeyed; assist with the preparation and signing of accident reports if children are injured.

Report unauthorized activities and unauthorized persons on school grounds to appropriate authority.

Perform light custodial duties as needed during nutritional times; including cleaning and wiping tables, not to include mopping.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods of individual and group supervision.

Playground safety and game rules.

Skills utilized to maintain positive relationships with students and adults.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Maintain a positive and safe playground environment.
Learn, interpret, apply and explain rules, regulations, policies and procedures.
Assure student compliance with school and District policies and regulations.
Monitor, observe and report students' behavior according to approved procedures.
Understand, implement, and provide oral and written directions.
Communicate effectively.
Work with groups and individuals in basic instruction.
Understand and work within scope of authority.
Establish and maintain working relationships with the public, staff, and administrators.
Develop and maintain effective interpersonal relations using tact, patience and courtesy.
Maintain reliable, punctual and regular attendance.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent.

Experience: Experience working with students in a school setting is desired.

Any other combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor environment.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

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

HAZARDS:

Contact with dissatisfied or abusive individuals
Potential contact with blood and other body fluids.
Potential for contact with blood-borne pathogens and communicable diseases.