

CARDIFF SCHOOL DISTRICT NOON DUTY ASSISTANT

DEFINITION:

Under the direction of the Principal, assists instructional staff in maintaining standards of student conduct by monitoring the campus to ensure observance of established rules and safety practices; brings disciplinary problems and serious infractions to the attention of the classroom teacher and/or school principal, but maintains order in most routine situations.

TYPICAL DUTIES:

- Monitors and supervises student lunch areas, playground and restrooms;
- Maintains visible contact with students in the assigned area under supervision to insure safe conduct;
- Encourages student compliance with school rules and safety standards; enforces discipline procedures according to established guidelines; reports serious disciplinary problems or unusual student behavior to the classroom teacher and or school principal;
- Reports serious disciplinary problems or unusual student behavior to the classroom teacher and/or school principal;
- Participates in staff meetings and attends in-service training as required;
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Safe practices in outdoor or classroom activities; safety precautions and procedures; health and safety regulations.
- Basic first aid procedures.
- Board and school policies with regard to standards of student conduct on a public school campus.

Ability to:

- Supervise students in order to maintain appropriate safety and order.
- Follow oral and/or written directions.
- Learn and apply rules and policies.
- Exercise good judgment in routine situations and under stress.
- Work well with students, school staff, parents and others.
- Utilize tact, persuasiveness, flexibility, and when necessary, firmness

EDUCATION/EXPERIENCE:

Any combination of education, training, and/or experience which demonstrates the ability to perform the required duties. A typical qualifying background would include: completion of the high school or GED, and experience or training in working with children and/or students.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to see to observe students; walk and/or stand for extended periods of time; hear and speak to exchange information; possess dexterity

of hand and fingers; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally to perform assigned duties; lift light objects.

WORK ENVIRONMENT:

Indoor, playground, and/or other outdoor environments; seasonal heat and cold or adverse weather.