

SUNNYVALE SCHOOL DISTRICT

March 2018

CLASS TITLE: YARD/NOON DUTY AIDE

BASIC FUNCTION:

Under the direction of the assigned supervisor the Yard/Noon Duty aide will monitor, direct and supervise students at elementary or middle school during recess and/or lunch periods and will enforce school rules and policies pertaining to student conduct, welfare, health and safety. Employees in the classification receive close supervision within a framework of well-defined policies and procedures. This job class exercises responsibility for the conduct, welfare, health and safety of students in assigned areas such as playground, cafeteria and classroom and requires a high degree of positive contact with students.

ESSENTIAL DUTIES:

Maintains the safety and order of students within assigned areas such as playgrounds, cafeteria, classrooms, hallways, courtyards and restrooms while enforcing school rules and regulations.

Observes and monitors student play/recreational activities ensuring school rules are followed.

Monitors students who are eating in assigned classrooms/cafeteria and maintains orderly student behavior and conduct.

Anticipates and intervenes to prevent situations that may cause accidents or endanger students' welfare or safety.

Organizes and/or participates in safe and enjoyable play/recreational activities.

Maintains discipline consistent with play/eating areas; writes up warnings and discipline slips; and/or refers problems to classroom teacher or school administrator.

Completes accident/injury reports and submits to the appropriate source in accordance with school policy.

Monitors the proper usage of all playground equipment.

Intervenes and resolves student disputes.

Examines assigned areas at the end of duty for equipment, clothing, books or other articles, making certain that said items are reported to appropriate staff members.

May wipe down tables or small spills within cafeteria or classrooms.

Supervises students upon arrival and/or departure of school buses.

Directs non-students to leave school grounds and directs parents and visitors to proper office or

classroom.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper English usage and grammar.

Bilingual skills preferred.

District and school policies related to the conduct, safety and welfare of students in assigned areas.

ABILITY TO:

Maintain a firm but patient and courteous attitude toward students.

Communicate tactfully and effectively with children/students and adults using good judgment.

Understand and follow both oral and written instructions.

Effectively supervise students on school playground and other areas as assigned.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent and experience that could likely provide the required knowledge, skills and abilities.

WORKING CONDITIONS:

ENVIRONMENT:

May be required to work in extreme weather conditions.

Is subject to inside and outside environmental conditions.

PHYSICAL DEMANDS:

Requires the mobility to stand, stoop, reach and bend.

Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Requires the ability to stand for longer periods.

Requires the ability to walk long distances.

Performs work which involves the frequent lifting, pushing and/or pulling of objects which may approximately be 50 pounds.

TERMS OF

EMPLOYMENT: Salary and terms of employment are to be determined by the Sunnyvale School District.

EVALUATION: Performance of this job will be evaluated in accordance with the guidelines of the Sunnyvale School District.