

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Yard Duty Aide

**Classification:** Classified

**Reports to:** Site Administrator

**FLSA:** Non-Exempt

**Range:** Classified Salary Schedule

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### **EDUCATION AND EXPERIENCE**

Education and Experience:

High school diploma or the equivalent.

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

Licenses and other Requirements:

Valid First Aid card and CPR certificate.

### **SUMMARY**

Under the direction of an assigned supervisor, monitor designated areas on an assigned school campus in accordance with District and school policy.

### **SPECIFIC RESPONSIBILITIES**

1. Monitor and direct student activities in lunch areas, classrooms, play areas, restrooms and other assigned areas.
2. Inspect and monitor campus activities; maintain appropriate student behaviors; intervene in fights or other inappropriate behavior according to established policies, laws, rules and regulations; report unsafe conditions to appropriate administrator.
3. Enforce the District and school regulations; assure proper behaviors and safety regulations are maintained.
4. Advise students and others regarding violation of rules and regulations.
5. Report inappropriate student behavior and assist in the preparation of necessary incident reports; write referrals.
6. Assist ill or injured students or students; provide basic first aid and report injury and illness to appropriate staff.
7. Monitor the cafeteria as assigned; assure clean and safe condition.
8. Assist and direct campus visitors to the office; assist and supervise students leaving or entering school grounds.
9. Perform related duties as assigned.

### **SPECIFIC QUALIFICATIONS**

Knowledge of :

- Behavior modification and conflict resolution strategies and techniques.
- Policies, rules and regulations concerning appropriate student behavior.
- Typical playground games.
- Basic first aid.

Ability to:

- Perform effectively and efficiently in situations requiring tact, diplomacy and good judgment.
- Monitor students and respond to situations in a quick and timely manner.
- Enforce campus rules and regulations.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Stand for extended periods of time.

**PHYSICAL ABILITIES**

Indoor and outdoor environment.

Possible contact with dissatisfied or abusive individuals.

Adverse weather conditions.