

SAN YSIDRO SCHOOL DISTRICT

TITLE: Locker Room Attendant

DEPARTMENT: As Assigned

FLSA: Non-Exempt

Created: August 2022

REPORTS TO: Site Administrator

CLASSIFICATION: Classified (10 month -209 day)

SALARY: Classified Schedule (steps 8-12)

Board Approved: August 2022

BASIC FUNCTION: Under the direction of the site Principal, the Locker Room Attendant is responsible for issuing, storing, and maintaining lockers, locks, athletic equipment, and supplies for physical education classes. The Locker Room Attendant shall also ensure the safety, security and maintenance of the locker rooms and related areas.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Monitors students in the locker room environment with the purpose of maintaining safety and security for all students.
- Monitors students on the playground during physical education class.
- Keeps students in range of vision; circulate around the area assigned as needed.
- Encourages and promotes courtesy among children while observing that safety rules are obeyed by all students.
- Reports incidents during physical education classes including, student altercations, behavior problems, accidents/injuries and rule violations to appropriate supervisor.
- Assists in the basic first aid of students during physical education classes, transition between classes and in the locker room.
- Maintains two-way radio contact with campus aides and the school office to properly communicate student needs.
- Maintains inventory of sports equipment, and supplies for the purpose of maintaining an orderly locker room area and physical education class environment.
- Maintains records of checked out supplies and equipment.
- Assists in preparing the physical education class environment including setting up for activities or athletic events.
- Checks out locks and lockers to all students and maintains log of student lockers and lock combinations.
- May assist in the distribution or sale of physical education uniforms.
- Performs other related duties as assigned.

KNOWLEDGE

- Knowledge of school site safety rules and regulations
- Understand principles of basic first aid
- Possess a working knowledge of the English language

ABILITIES

- Ability to learn and implement applicable school rules, regulations, policies, and procedures.
- Ability to deal tactfully and effectively with students and staff.
- Ability to analyze situations likely to be encountered while on supervision duty.
- Ability to follow written and oral instructions.

MINIMUM QUALIFICATIONS:
EDUCATION AND EXPERIENCE

- Experience in working with groups of children.
- High School Diploma or equivalent

WORKING CONDITIONS

Indoor and outdoor school setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and read student body language and expressions; seeing to perform assigned duties; sitting, standing and/or walking for extended periods of time; potential running; kneeling, lifting, pushing and carrying to perform assigned duties; reach with hands and arms; dexterity to handle objects and operate tools, computers, and/or controls; strength to lift items needed to perform the function of the job.