

Work days/month: 208 days / 10 months

Salary: Range 18 (<https://www.sesd.org/Page/719>)

Basic Functions:

Under the supervision of an assigned supervisor, the Yard/Noon Duty Aide is responsible for overseeing and supervising elementary or middle school students during recess and lunch periods. This role ensures student safety, enforces school policies on conduct, health, and welfare, and fosters a positive and orderly environment. Employees in this position operate within established guidelines and maintain frequent, supportive interactions with students in designated areas, including the playground, cafeteria, and classrooms.

Essential Duties & Responsibilities:

1. Supervise students in designated areas, including playgrounds, cafeterias, classrooms, hallways, and restrooms, ensuring a safe and orderly environment.
2. Reinforce school rules and positive behavior using techniques learned in District-approved training.
3. Anticipate and intervene in potential safety risks, using conflict resolution techniques to de-escalate situations.
4. Facilitate and engage students in safe and enjoyable recreational activities, while ensuring the proper usage and maintenance of all playground equipment.
5. Report accidents/injuries and to the appropriate source in accordance with school policy.
6. Responds to medical emergencies according to established guidelines.
7. Maintain a respectful and positive school culture by fostering strong relationships with students and staff.
8. Ensure proper use of playground equipment and report any hazards or unauthorized activities. Examine assigned areas at the end of duty for lost items.
9. Assists with maintaining cleanliness by addressing minor spills and wiping down tables in cafeterias or classrooms as needed.
10. Accompanies students going from one location to another, including to and from the bus/transportation if needed..
11. Informs site administration of acts by person(s) violating school policy.
12. Assists in the prevention of unauthorized visitors and activities on campus.
13. Observes and reports hazards or activities, which might endanger students or personnel.
14. Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures.
15. Assure the safety of students by following health protocols and safety rules.
16. Perform other related duties as requested by the supervisor

Knowledge:

1. Bilingual skills preferred.
2. District and school policies related to the conduct, safety and welfare of students in assigned areas.
3. Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
4. Basic computer skills including email and district applications.

Abilities:

1. Assess situations, interpret student behavior and apply appropriate measures to enforce school regulations.
2. Diffuse situations calmly and with authority.
3. Learn, interpret, explain, and apply District regulations, policies, and procedures governing student behavior on school properties.
4. Maintain two-way radio communication with site administrators and school office staff.
5. Communicate professionally and clearly both verbally and in writing.
6. Work cooperatively with diverse staff, students, and community.
7. Follow verbal and written instructions with minimal supervision and use good judgment.
8. Organize and prioritize work to meet schedules and timelines within established policies and guidelines.

Education and Experience:

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

Required Licenses & Certificates:

- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:**1. Environment:**

1. May be required to work in extreme weather conditions.
2. Indoor classroom, outdoor, and community-based settings
3. Constant interruptions
4. Occasional interaction with emotional, dissatisfied, or demanding individuals.

2. Physical Requirements:

1. Walking long distances.
2. Visual acuity to read a variety of materials in both print and digital formats.
3. Auditory ability to exchange information.
4. Standing for extended periods
5. Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally.
6. Engage in sometimes strenuous activities with students including running, lifting, weight shifting, and positioning.
7. Lifting, carrying, pushing or pulling moderately heavy objects up to 25 pounds.

3. Hazards:

- Challenging behaviors from students in states of dysregulation
- Potential for contact with blood and other body fluids.

Terms of Employment:

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).

Evaluation:

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).