

# **DELANO UNION SCHOOL DISTRICT**

## **Yard/Noon Duty Aide**

### **Brief Description of Job**

Under general supervision, supervises playground and other areas as assigned. Encourages student activities that will contribute toward the health and safety of the students while on the school playground, before school, and during the lunch period. Performs other related duties as required.

### **Administrative Relationship**

Works under the supervision of the school site principal.

### **Major Duties and Responsibilities**

Must be conscious of and working toward health and safety of the students on the playground; must be warm and affectionate, yet firm and consistent; must be able to maintain discipline and carry out school policy concerning disciplinary measures; must have basic understanding of children's needs; establish good rapport with children and develop effective working relationships with all members of the school staff.

### **Qualifications**

Ability to communicate well orally and in writing. Must possess the following qualities: integrity, courtesy, good judgment, neat appearance, high moral standards and dependability.

### **Experience**

Prior experience in working with children highly desirable.

### **Essential Functions of This Position**

- 1. Maintain discipline;**
- 2. Understanding of the school's policy concerning discipline;**
- 3. Present disciplinary cases to the school principal;**
- 4. Movement about the playground for the full period of time;**
- 5. Insure eyes are cast over the entire group of children to observe any abnormal activities that may be occurring;**
- 6. Check the corners of the playground, buildings and small groups of children who may be clustered;**
- 7. Always be consistent in dealing with discipline;**

8. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

Yard/Noon Duty Aide

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|---------------|------------------|------------------|------------------|
| 1. Seldom     | = Less than 25 % | 3. Often         | = 51 - 75 %      |
| 2. Occasional | = 26 - 50 %      | 4. Very Frequent | = 76 % and above |

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|----------|----|---|
| <u>1</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations.                                 |
| <u>4</u> | b. | Ability to stand and circulate for extended periods of time.  |
| <u>3</u> | c. | Ability to see for purposes of reading laws, codes, rules, policies, and other printed matter and observing students. |
| <u>3</u> | d. | Ability to hear and understand speech at normal levels.   |
| <u>3</u> | e. | Ability to communicate so others will be able to clearly understand a normal conversation.                            |
| <u>1</u> | f. | Ability to bend and twist, stoop, kneel, crawl, push and pull.  |
| <u>1</u> | g. | Ability to lift at least <u>40</u> lbs.   |
| <u>2</u> | h. | Ability to carry at least <u>15</u> lbs.  |
| <u>4</u> | i. | Ability to reach in all directions.   |

**Other Related Functions of this Position**

1. Other related duties as assigned.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.