

STOCKTON UNIFIED SCHOOL DISTRICT

**NOON DUTY ASSISTANT**

**DEFINITION**

Ability to supervise students and maintain order on the playground, lunch areas, walkways, restroom, and other areas of a school campus as required. Assure student compliance with school and District policies and regulations.

**SUPERVISION RECEIVED AND EXERCISED**

Under the direction of a school site administrator or designee.

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

- Monitor and supervise assigned areas of elementary schools, assuring students are safe, orderly, and within supervised areas; assures non-students on school sites are authorized visitors; monitors lunch areas, walkways, restrooms and parking lots. (E)
- Inspect school property for and reports graffiti and vandalism. (E)
- Escort and direct authorized visitors to desired destinations; escorts delinquent students to and from administration offices; retrieve students as requested by administrators. (E)
- Communicate with students, parents, administrators and staff concerning student behavior; report incidents involving students, personnel and the public to school and District administrators and local law enforcement agencies. (E)
- Supervises organized and general student recreational activities. (E)
- Enforces school rules concerning the health, safety and proper behavior of pupils. (E)
- Reports all behavior problems per site procedures and/or to the site Administrator or designee. (E)
- Recognize potential problems and take appropriate action to prevent incidents. (E)
- Operate and respond to calls on two-way radio; operate office equipment such as a copier, fax machine, computer and assigned software as assigned by the position. (E)
- Unlock and lock gates, hallway doors or bathrooms as assigned. (E)
- Administer basic first aid to students and staff as necessary. (E)
- Maintain regular and prompt attendance in the workplace. (E)
- Perform related duties as assigned.

**QUALIFICATIONS**

Knowledge Of:

- Basic methods of individual and group supervision
- Oral and written communication skills
- Health and safety regulations
- Interpersonal skills using tact, patience and courtesy
- Basic record-keeping and report preparation techniques
- Basic first aid and CPR procedures

Ability To:

- Patrol and supervise campus activities to assure the well-being and safety of students and staff in non-classroom activities

- Assure student compliance with school and District policies and regulations
- Learn District organization, operations, policies and objectivities
- Learn to operate a two-way radio and other assigned equipment
- Establish and maintain cooperative and effective working relationships with others
- Understand and follow oral and written instructions
- Maintain routine records and prepare reports as necessary
- Determine appropriate action within clearly defined guidelines
- Communicate effectively both orally and in writing
- Observe health and safety regulations
- Administer first aid and CPR
- Develop and maintain cooperative working relationships with those contacted in the course of work
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described

**Education and Experience:**

Any combination of education, training and/or experience equivalent to graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

**Licenses or Certificates:**

- Valid First Aid and CPR certificate issued by an authorized agency
- SB1626 Certificate (to be completed within 60 days of hire)

**WORKING CONDITIONS:**

**Environment:**

- Indoor and outdoor environment
- Seasonal heat and cold or adverse weather conditions
- Driving a vehicle to conduct work.

**Physical Requirements:**

Employees in this position must have/be able to:

- Lift and/or carry up to 40 lbs at waist height for short distances.
- Occasionally lift and/or carry up to 150 lbs at waist height for short distances, with assistance.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Push/pull up to 150 lbs for short distances.
- Standing and walking for extended periods of time.
- Seeing to monitor student activities.
- Dexterity of hands and fingers.
- Physical agility and stamina.
- Running

**Salary Placement:**

Non Represented Unit

Hourly Rate

Work Days: 182 / Hours per day 3.5 hrs.

Personnel Sub: 2/6/18

Board Approval: 2/13/18