

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Noon Duty Assistant

CLASSIFICATION: Classified Non-Management

SERIES:

FLSA: Non-Exempt

POSITION CODE:

WORK YEAR:

DEPARTMENT: School Site

SALARY: C3 - Special Hourly Rate

REPORTS TO: Principal/Vice Principal

BOARD APPROVAL: 08-16-99

BOARD REVISION:

BASIC FUNCTION:

Supervise students in the playground areas, cafeteria, rest rooms and other areas of an elementary school.

REPRESENTATIVE DUTIES:

Supervise students in the playground, cafeteria, rest rooms, hallways and other areas where students gather.

Monitor student behavior and hall passes in assigned area to ensure compliance with school rules and procedures.

Assist students resolve minor conflicts on the playground.

Report unauthorized activities and unauthorized persons on school grounds to appropriate school authority.

Assemble students promptly for class when the bell rings and collect any equipment left on the playground.

Assist students in the cafeteria and assist food service personnel.

May administer first aid.

Perform related duties as assigned.

EXPERIENCE:

Experience in youth-related activities.

ABILITIES:

ABILITY TO:

Work harmoniously with students and staff.

Effectively supervise students.

ABILITY TO: (continued)

Follow oral and written instructions.

Work independently and make minor decisions within the framework of established guidelines.

Remain calm in stressful situations.

Administer minor first aid.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

School environment.

SAMPLE PHYSICAL ABILITIES:

With or without the use of aids: mobility and stamina to walk for a major portion of the work shift; sufficient vision to read printed material; sufficient hearing to hear normal and telephone conversation; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation.

APPROVALS:

Personnel Services Department

Date

Superintendent

Date