



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

NOON DUTY AIDE

DEFINITION:

Under general supervision of the school principal or designee, supervises areas as assigned with particular attention being given to the health, safety, and conduct of students while maintaining a firm but respectful and courteous attitude; possess high moral and ethical standards; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES:

- May release students to authorized individuals.
- Supervises and assists children in the parking lots, cafeteria and lunch areas, on the playground, or a combination of several, or all of the aforementioned areas, to ensure student safety and welfare.
- Demonstrates concern for the safety and welfare of all students.
- Is aware of the hazards of the playground and observes students carefully.
- Knows and follows the established procedures in case of accidents or injuries.
- Assists in organizing safe and enjoyable recreational activities.
- Establishes and maintains good communication with student leaders.
- Is aware of the total playground area and all students using it.
- Patrols areas such as restrooms, hallways, places out of the direct line of supervision, and other places where students congregate to ensure student safety.
- Uses the “perimeter” system assigned (circulating around the area).
- Maintains attention on the total area assigned, including light sweeping/mopping of eating areas, wiping down of tables, and throwing away any trash as needed.
- Others duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Student guidance principles and practices.
- Rules and regulations established for the safety and welfare of the students.
- Interpersonal skills using tact, patience and courtesy with students and staff.

ABILITY TO:

- Learn the procedures, functions, and limitations of assigned duties.
- Read, understand, and follow oral and written directions.
- Understand and follow the policies and procedures in the District’s Noon Duty Supervision Handbook.
- Assure regular attendance on the job.
- Communicate effectively with students and staff.
- Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:**EDUCATION:**

High School graduation or equivalent is preferred.

EXPERIENCE:

Experience working with school-aged children in an organized environment is desirable.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:

- Possession of a valid state Identification or a valid state Driver License.
- Pre-employment physical examination clearance.
- Tuberculosis test clearance.
- Background clearance from the Department of Justice and Federal Bureau of Investigation.

WORKING CONDITIONS:**ENVIRONMENT:**

Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Revision Date: 2/2018