



IRVINE UNIFIED SCHOOL DISTRICT

NOON DUTY ASSISTANT

DEFINITION:

Under the supervision of the Site Administrator, assists school staff in the safety and well-being of students during noon-time eating and playground activity; monitor designated areas on an assigned school campus in accordance with organizational and school policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Monitors and directs student activities during playground and eating time.
- Inspects, reviews and monitors campus to deter and prevent inappropriate behaviors and eliminate potential safety hazards.
- Maintains appropriate student behavior per established school policies, procedures and student conduct code; enforces established school regulations.
- Counsels and advises students and others regarding violation of rules and regulations.
- Reports inappropriate student behavior and assist in the preparation of necessary incident reports.
- Assists ill or injured students or students experiencing difficulty by requesting immediate assistance from the office.
- Maintains a harmonious atmosphere in eating area.
- Encourages students to develop good habits of sportsmanship and promotes courtesy among children.
- Assist students resolve minor conflicts on the playground.
- Report unauthorized activities and unauthorized persons on school grounds to appropriate authority.

QUALIFICATIONS GUIDE

Knowledge of:

- Behavior modification and conflict resolution strategies and techniques.
- Policies, rules and regulations concerning appropriate student behavior.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Typical playground games.
- Organizational and school emergency procedures including fire drills, intruder on campus and others.
- Safety rules and habits.

Ability to:

- Monitor designated areas on an assigned school campus in accordance with organizational and school policy.
- Inspect, review and monitor campus to deter and prevent inappropriate behaviors and eliminate potential safety hazards.
- Enforce campus rules and regulations.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Monitor students and respond to situations in a quick and timely manner.
- Work with groups and individuals in basic instruction.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing and walking for extended periods of time.
- Seeing to monitor student activities.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing and pulling light objects up to 10 pounds.

WORK ENVIRONMENT:

Indoor and outdoor environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Seasonal heat and cold or adverse weather conditions.

Previously Revised: 06/2017