



LOWELL JOINT SCHOOL DISTRICT

NOON DUTY ASSISTANT

JOB SUMMARY: Under direct supervision of the principal, supervises students on the playground, cafeteria, and other areas as assigned to ensure that student safety protocols are observed and school/playground rules and regulations are followed.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Assists in supervision of students, both at play and during lunch recess.
- Enforces school procedures related to eating area.
- Observes and directs students while actively circulating on the playground and in the lunch area.
- Helps students in developing good habits of sportsmanship and encourages and promotes courtesy among students.
- Ensures that student safety rules are obeyed.
- Assists in the application of school site discipline policy and student conduct code, and assists students in resolving minor conflicts.
- Reports unauthorized activities and unauthorized persons on school grounds and unsafe conditions to appropriate site administrator.
- Reports student injuries and provides information as needed to staff preparing accident report.
- Performs related tasks as required.

QUALIFICATION GUIDELINES:

Knowledge of:

- General needs and behavior of students.
- School site safety rules and discipline policies.

Ability to:

- Perform duties with patience, tact and good judgment and within established guidelines.
- Observe situations and accurately determine an effective course of action.
- Meet the physical, mental and environmental demands of position.
- Walk vigorously and visibly during lunch and play sessions.
- Use sound judgment in stressful situations.
- Implement and give oral direction and deal with problems firmly and fairly as soon as they arise.
- Perform tasks in a safe and efficient manner so as not to cause a risk to the health and safety of self and others.
- Observe health and safety regulations.
- Communicate effectively with all students, staff and parents.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with students, staff and parents.

Education/Training/Experience:

Equivalent to completion of high school or General Education Diploma (GED). Experience dealing with school age children is preferred.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

Physical demands of this position include standing for extended periods of time. Primary functions require sufficient physical ability and mobility to stand, walk on a campus in various weather conditions; to climb stairs at some sites; to occasionally stoop, bend, kneel, crouch, reach and twist and, dependent on assignment the employee may occasionally lift, push, pull and/or move up to 50 pounds; hearing and speaking to exchange information and to hear in a noisy environment and locate the source of a sound and seeing to monitor student activities.

Work Environment:

While performing the duties of this job, the employee works in several environments including indoor and outdoor environments and on or near student playground equipment. Work is generally performed while patrolling and monitoring the assigned site campus where exposure to seasonal heat, cold and/or adverse weather conditions may exist. Employees in this position may have a higher level of exposure to infection from students. There is also frequent contact with staff and public. The noise level is moderate to loud.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD:

10 months per year, 5 days per week, up to 1.50 hours per day