

**Position:** Noon Time Assistant**Salary Schedule:** Current minimum wage**Responsible to:** Site Principal(s)

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**Summary:**

The successful candidate under the direction of an assigned supervisor, monitor designated areas on an assigned school campus in accordance with District and school policy.

**Essential Duties:**

- Monitor and direct student activities in lunch areas, classrooms, play areas, restrooms and other assigned areas.
- Inspect and monitor campus activities; maintain appropriate student behavior according to established policies, laws, rules and regulations; report unsafe conditions to appropriate administrator.
- Enforce the District and school regulations; assure proper behaviors and safety regulations are maintained.
- Advise students and others regarding violation of rules and regulations.
- Report inappropriate student behavior and assist in the preparation of necessary incident reports; write referrals.
- Assist ill or injured students or students; provide basic first aid and report injury and illness to appropriate staff.
- Monitor the cafeteria as assigned; assure clean and safe condition.
- Assist and direct campus visitors to the office.
- Perform other duties as assigned.

**Knowledge and Abilities:**

- Behavior modification and conflict resolution strategies and techniques.
- Policies, rules and regulations considering appropriate student behavior.]
- Typical playground rules.
- Basic first aid.
- Monitor students and respond to situations in a quick and timely manner.
- 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.
- Stand for extended periods of time.

**Working Conditions:**

- Occasional exposure to blood-borne pathogens and body fluids for injured or ill students;
- Indoor and outdoor environment;
- School environment; subject to frequent interruptions.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodations.