

# SIERRA SANDS UNIFIED SCHOOL DISTRICT

## Job Description – Classified

### Noon and Extra Duty Aide I (K-5) (Not a part of the Classified Service)

**SUPERVISED BY:** Principal (K-5)

#### **BRIEF DESCRIPTION OF THE POSITION:**

Under the general supervision of school administration, to provide for the welfare and safety of the students and to maintain campus control during lunchtime and at other designated times.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Is present on school site during lunch period to observe student activities and to ensure safe physical conditions for all.
- Maintain discipline and enforce safety regulations.
- Monitor restrooms.
- Encourage unauthorized persons to leave school grounds.
- In case of injury to student, contact office personnel.
- Report all irregularities to immediate supervisor.
- Perform other duties as assigned.

**LICENSE OR CERTIFICATE REQUIRED:** None

#### **REQUIRED QUALIFICATIONS:**

Knowledge of:

Appropriate laws and regulations relating to campus control.

Ability to:

- Recognize signs of danger to school property.
- Follow written and verbal orders.
- Communicate effectively with students, staff, and the public, if necessary.

Experience:

Education:

Any combination equivalent to high school education.

Personal Qualifications:

Must have the ability to get along with all age groups.

**LIST MACHINES, EQUIPMENT, OFFICE APPLIANCES, OR MOTOR VEHICLES EMPLOYEE IS REQUIRED TO USE IN THE PERFORMANCE OF THE JOB. INDICATE WHETHER USE IS OCCASIONAL, FREQUENT, OR CONSTANT.**

None

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