

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Job Description – Classified

Noon and Extra Duty Aide II (6-12) (Not a part of the Classified Service)

SUPERVISED BY: Principal (6-12)

BRIEF DESCRIPTION OF THE POSITION:

Under the general supervision of certificated personnel, provides direction and supervision of students on school grounds and lunch areas in order to insure health and safety of students and to preserve an appropriate learning environment.

MAJOR DUTIES AND RESPONSIBILITIES:

- Supervise students during lunch periods in lunch areas, during passing periods, and at the buses.
- Tour school buildings and yards to maintain safe physical conditions for students.
- Maintain discipline and enforce safety regulations.
- Monitor restrooms.
- Assist in taking care of injuries and take injured children to nursing facilities when necessary.
- Investigate unauthorized persons on campus and give them 72 hour warning.
- Perform other duties and responsibilities related to supervision of students as directed by the immediate supervisor.

LICENSE OR CERTIFICATE REQUIRED: None

REQUIRED QUALIFICATIONS:

Knowledge of:

Appropriate laws and regulations relating to student safety and security matters.

Ability to:

- Recognize signs of danger to school property.
- Follow written and verbal instructions.
- Deal firmly, tactfully, and effectively with students, faculty, and the public.

Experience: One year of experience working with students in related situations.

Education: High school graduate or equivalent.

Personal Qualifications:

Ability to establish and maintain effective relationships with others.

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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