

VISTA UNIFIED SCHOOL DISTRICT

NOON DUTY ASSISTANT

Purpose Statement

The purpose of a Noon Duty Assistant is to monitor the activities and behavior of students on school grounds during non-instructional periods to ensure a positive and safe environment.

This job reports to a Principal.

Essential Functions

- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Communicates with administrators, staff, and students for the purpose of maintaining services and programs, coordinating activities, resolving issues and conflicts, and exchanging information.
- Monitors student behavior during non-instructional periods in assigned areas on school grounds for the purpose of enforcing school safety and security and ensuring student compliance with established guidelines.
- Patrols assigned areas of campus for the purpose of ensuring a safe environment for students.
- Performs minor cleaning duties in assigned areas (e.g. wiping lunch tables, picking up trash, etc.) for the purpose of maintaining safe and sanitary conditions.
- Prepares written materials (e.g. injury and incident reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides basic first aid for the purpose of meeting immediate health care needs within established guidelines.
- Refers incidents (e.g. accidents, injuries, altercations, recurrent behavior issues, suspicious activities, rule violations, safety hazards, etc.) to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative and student safety guidelines.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices.

KNOWLEDGE is required to perform basic math; understand and follow written and oral instructions; and write documents following prescribed formats. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- age appropriate behavior;
- basic first aid procedures;
- basic cleaning methods;
- cultural differences of student population;
- job-related codes/laws/rules/regulations/policies;
- methods of tactful, patient, and courteous interpersonal interactions;
- school safety and security practices.

ABILITY is required to use basic, job-related equipment. Flexibility is required to work with others; work with data using specific, defined processes; and operate job-related equipment using defined methods. Ability is also required to work with a diversity of individuals; work with data using specific, defined processes, and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- adapting to changing work priorities;
- displaying tact and courtesy;
- enforcing school rules in an assertive, equitable, and consistent manner;
- establishing and maintaining effective working relationships with others;
- explaining and following rules, regulations, policies, and procedures;
- maintaining confidentiality;
- working as part of a team;
- working with interruptions.

Responsibility

Responsibilities include: working with direct supervision using standardized routines and providing information to others. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; hearing and speaking to exchange information; vision sufficient to monitor school grounds and student activities; and some fine finger dexterity. Generally the job requires 5% sitting, 70% walking, and 25% standing. The job is performed in an indoor and outdoor environment with exposure to adverse weather conditions and with some exposure to risk of injury and/or illness.

Experience: Job related experience is desirable.

Education: High school diploma or equivalent is desirable.

Equivalency: High school diploma or equivalent is desirable. Six months of experience working with school-age children in an organized setting is desirable.

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Obtain Basic First Aid training within six (6) months of employment and maintain certification throughout employment in the classification.

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status
Non-Exempt

Approval Date
Established: 10/16/2018

Salary Grade
Classified, Range 32