



## Classification Specification

Under the general supervision of the school principal or designee, the purpose of a Noon Duty Aide is to monitor the activities and behavior of students on school grounds during non-instructional periods to ensure a positive and safe environment.

### Noon Duty Aide

<b>Department:</b>	Noon Duty Aide
<b>Reports To:</b>	Site Administrator
<b>Supervises:</b>	N/A
<b>Approval Date:</b>	June 24, 2020
<b>Revised Date:</b>	n/a

### General Description:

#### Essential Duties and Responsibilities:

- Perform other duties as required, related to the primary job duties of the assigned position.
- 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.
- 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.

### **Required Qualifications:**

#### **Knowledge of:**

- Basic first aid procedures.
- Child guidance principles and practices.
- Student behavior and developmental characteristics.
- Safe practices in classroom activities.
- School safety and security practices.
- Basic subjects taught in local schools, including math, grammar, spelling, language, and reading.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Classroom procedures and appropriate student conduct.
- Oral and written communication skills.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.

#### **Ability to:**

- Enforce school rules in an assertive, equitable, and consistent manner;
- Explain and follow rules, regulations, policies, and procedures.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Monitor, observe, and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Maintain records and files.
- Maintain confidentiality of sensitive or privileged information.
- Establish and maintain cooperative and effective working relationships with others.

**Education:** High school graduation or equivalent GED.

**Experience:** Some experience working with children in an educational or learning environment.

#### **Licenses, Certifications, and other requirements:**

- Successful completion of an exam that assesses the individual's ability to work with children.
- Proof of current and valid Tuberculosis screening.

### **Desirable Qualifications:**

- Course work in childcare, psychology/guidance, instructional technology and any specific subject area for which paraprofessional application is made is desirable, but not required.

**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/classroom/outdoor work environment.
- Fast-paced work environment with changing priorities.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Generally, the job requires 5% sitting, 70% walking, and 25% standing.
- Hearing and speaking to exchange information.
- Vision sufficient to monitor school grounds and student activities.
- Work sitting at a desk or table; see for the purpose of reading or observing students.
- Hear and understand speech at normal levels.
- Communicate so that others can clearly understand normal conversation.
- Operate computers and other office equipment.
- The employee may be frequently required to: stand and/or walk for extended periods of time; bend, stoop, kneel and reach in all directions.
- The employee may occasionally be required to: lift and/or move objects up to 25 lbs. in weight.

**Hazards:**

- 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.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.