

NOON AIDE

DEFINITION

Under supervision, to supervise students and facilities during lunch recess; and to do related work as required.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Supervises or assists in the supervision of student eating areas.
2. Enforces school procedures related to eating areas, including cleaning lunch tables, trash disposal, and the like.
3. Assists students in opening containers.
4. Supervises playground activities of students during lunch recess.
5. Enforces school rules and safety regulations.
6. Patrols student restrooms to control over-crowding.
7. Ensures that no unauthorized persons are on the school grounds during lunch recess and that students do not leave the grounds during that time without permission.
8. Reports unsafe conditions.
9. Uses positive reinforcement strategies and other appropriate techniques to assist students in the development of appropriate behavior and an appreciation of human diversity.
10. Uses good judgment regarding appropriate action to assist an injured or physically ill student.
11. May administer minor first aid and report accidents.

QUALIFICATIONS

Knowledge of:

Children's behavior and characteristics; acceptable methods used in controlling students in lunch recess situations.

Ability to:

Learn and enforce school rules and safety regulations; recognize and report danger to students or school property; deal firmly, tactfully, and effectively with students and the public; understand and carry out oral and written instructions; work cooperatively with others; appreciate human diversity; project voice and communicate effectively with others; move rapidly and freely about the entire campus throughout the work shift; assist injured students. Comply with the District's customer service standards, as outlined in Board Policy.

CAPISTRANO UNIFIED SCHOOL DISTRICT
Noon Aide – Page 2

Education/Experience:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

Experience: None required, but some experience in dealing with school age children is preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 individuals with disabilities to perform the essential job functions.

Environment: Work is performed while patrolling and monitoring campus.

Physical: Primary functions require sufficient physical ability and mobility to stand, walk or drive a golf car on a campus in various weather conditions; to climb stairs; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.