

# Grass Valley School District

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<b>POSITION TITLE:</b>	<b>CLASSIFIED DUTY AIDE (YARD/LUNCH)</b>
<b>PLACEMENT:</b>	<b>CLASSIFIED SALARY SCHEDULE POSITION RANGE I – 180 DAY EMPLOYEE</b>
<b>REPORTS TO:</b>	<b>SITE ADMINISTRATOR</b>

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## **SUMMARY:**

Under the direction of the site administrator will supervise students during the recess and/or noon lunch period, maintain appropriate order and standards as necessary to insure their health, safety and welfare; supervise students assigned to serving and clean-up of the lunch facility.

## **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

- Maintain a positive and helpful attitude with adults and children.
- Supervises students during recess, lunch time or other assigned times in designated areas of the school.
- Insures a safe and orderly environment for students in area of assigned responsibility.
- Follows the school-wide discipline plan.
- Brings to the attention of his/her supervisor any special problems that arise with individuals or groups of students.
- Serves as a role model through appearance, attitude and proper use of English.
- Is punctual and demonstrates good attendance.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of all employees.
- Other duties as may be assigned or reasonably expected of this position.

## **MINIMUM QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE**

- High School Diploma or Equivalent.
- Prior successful experience interacting with children within the past three years in a program preferred.

### **CREDENTIALS AND/OR SKILLS AND ABILITIES**

- Establish and maintain cooperative and effective working relationships.
- Assist students in a variety of subject areas and activities.
- Learn instructional techniques, positive behavior procedures and techniques.
- Analyze and resolve non-disciplinary problems.
- Demonstrate a patient, understanding and receptive attitude toward students.
- Work with discretion and in confidence with student information.
- Interpret and explain policies and procedures.
- Understand and carry out oral and written directions.
- Communicate with District staff and a diverse group of students and parents sometimes in a stressful situation, using tact and diplomacy.

### **CERTIFICATE REQUIREMENTS**

- Valid CA Driver's License
- TB Screening/Test (Current within last 4 years)
- Criminal Justice Fingerprint Clearance

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## CLASSIFIED DUTY AIDE (YARD/LUNCH) CONTINUED

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### **PHYSICAL REQUIREMENTS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves standing most of the time, but will involve walking, inside and outside, both day and night.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.
- Applicants must be able to speak clearly, hear normal voice conversation, stand, walk, sit, use a computer, use a telephone, work without guidance from supervisor, and drive a vehicle.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **WORK ENVIRONMENT:**

- Primarily an indoor and outdoor setting in a public elementary school environment.

Grass Valley School District is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of district employees, job applicants, in educational programs and activities based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability. The Grass Valley School District prohibits sexual harassment and maintains a tobacco-free, drug-free environment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I, \_\_\_\_\_ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date