



## ***EL TEJON UNIFIED SCHOOL DISTRICT***

Rodney Wallace  
District Superintendent

### **JOB OPENING**

**POSITION:**

2 - Noon Duty  
3 hours per day

**LOCATION:**

1 - Frazier Park School  
1 - El Tejon School

**SALARY RANGE:**

\$10.00 per hr.

**SELECTION PROCESS:**

Qualifications and suitability for the position will be assessed in an oral interview.

**APPLICATION PROCEDURE:**

Interested personnel should submit an application to the District Office by Friday, September 16, 2016.

# El Tejon Unified School District

## Noon Duty Aide Job Description

### **JOB SUMMARY:**

Under the general supervision of the school principal, to supervise playground and other areas as assigned. To encourage student activities that will contribute toward the health and safety of the students while on the school playground. Perform other related duties as assigned.

### **REQUIRED QUALIFICATIONS:**

#### Knowledge of:

Basic understanding of children's needs;  
Health and safety of the students on the playground.

#### Ability to:

Be warm and affectionate, yet firm and consistent;  
Maintain discipline and to be able to carry out school policy concerning disciplinary measures;  
Work in inclement weather conditions.

### **ESSENTIAL FUNCTIONS OF THIS POSITION**

1. To maintain discipline;
2. Understanding of the school's policy concerning discipline;
3. Present disciplinary cases to the School Principal;
4. Movement about the playground for the full period of time;
5. Make sure his/her eyes are cast over the entire group of children to observe any abnormal activities that may be going on;
6. Check the corners of the playground, buildings and small groups of children who may be clustered;
7. Be inquisitive, enter into the discussion to let students know you are affectionate and human;
8. Always be consistent in your dealing with discipline;
9. Maintains confidentiality on all school-related matters;
10. Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements.

1 = Seldom = Less than 25 percent      3 = Often = 51-75 percent  
2 = Occasional = 25-50 percent      4 = Very frequent = 76 percent and above

- 1 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand and circulate for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observe students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 f. Ability to bend and twist, kneel and stoop, run and crawl.
- 1 g. Ability to lift 25 lbs.
- 1 h. Ability to carry 25 lbs.
- 4 i. Ability to reach in all directions.

**OTHER RELATED FUNCTIONS OF THIS POSITION**

1. Other related duties as assigned.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**SALARY RANGE:**

Minimum Wage