

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Noon Duty Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various School Sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	015 Paraeducators'
ISSUED:	March 29, 2011		

BASIC FUNCTION:

Assist the school staff by supervising pupils in cafeteria areas and on playgrounds during breakfast, lunch, and recess period.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Provide continuous supervision to pupils in the cafeteria, lunch arbor, and on playgrounds as assigned. **E**

Maintain order in serving lines and at eating areas. **E**

Guide pupils in maintaining clean eating and play areas. **E**

Lead or supervise organized and unorganized recreation. **E**

Enforce school rules concerning the health, safety, and proper behavior of pupils. **E**

Correct or report conditions hazardous to the health and safety of children. **E**

Report all accidents involving actual or suspected pupil injury to the principal or designated staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to high school graduation.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Reading and writing English communication skills.

ABILITY TO:

Follow verbal and written instructions and to effectively supervise children.
Establish and maintain effective working relationships with others.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor or outdoor setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to perform assigned duties; lifting light objects.

Issued: 3.29.11

Job Code 6450 M