



# Irvine Unified School District

## NOON DUTY ASSISTANT

### DEFINITION

Under direct supervision of the Site Administrator to assist school staff in the safety and well being of students during noon-time eating and playground activity. Through meaningful playground and lunch room supervision to enable students to safely enjoy group interaction and exercise.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Supervises students at play and during eating time.
- Maintains a harmonious atmosphere in eating area.
- Helps to guide pupils in developing good habits of sportsmanship.
- Encourages and promotes courtesy among children.
- Observes that safety rules are obeyed and applies school site discipline policy and student conduct code.
- Assist students resolve minor conflicts on the playground.
- Report unauthorized activities and unauthorized persons on school grounds to appropriate authority.
- Assists with the preparation and signing of accident reports if children are injured.
- Perform related duties as assigned.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- Safety rules and habits.

#### Ability to:

- Work well with children.
- Understand, implement, and give oral and written directions in English.
- Communicate effectively with a wide variety of personalities.
- Maintain cooperative relationships with those contacted in the course of work.
- Work with groups and individuals in basic instruction.

#### Training and experience:

- High School Diploma or equivalent.

### QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

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.

While performing the duties of this job, the employee frequently works in outside weather conditions.

The noise level in the work environment is usually moderate.

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