

# AMADOR COUNTY UNIFIED SCHOOL DISTRICT

## RECESS/LUNCH DUTY AIDE

### **DEFINITION**

Under the supervision of the site administrator will supervise students during the noon lunch and recess 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.

### **CLASS CHARACTERISTICS**

A Recess/Lunch Duty Aide is an entry-level position or a mid-year hire who has received little or no training. It is distinguished from an Instructional Assistant by the assignment of duties.

### **EXAMPLE OF DUTIES**

- Supervise students outside of class, on the playground or in the lunch areas.
- Remaining alert to problems which are likely to disrupt the educational process or which might be physically injurious to persons or property.
- Intervene in situations likely to result in disruption or injury to students or others.
- Direct students to refrain from activities that may result in injury to self and others.
- Supervise students during the recesses on the playground or in the classrooms during inclement weather.
- Direct group activities with students as assigned.
- Assist in setting up the lunch room, supervise students in serving and clean-up.
- Assist in maintaining a clean, orderly and attractive school environment.
- Complete paperwork as necessary to communicate supervision issues to teachers and other staff.
- Participate in meetings and in-service training programs.
- Perform related duties as assigned.

### **LICENSES REQUIRED**

Ability to obtain CPR/First Aid Certificate, TB test clearance, Criminal Justice Fingerprint Clearance.

### **GENERAL QUALIFICATION**

#### **KNOWLEDGE OF:**

- General purposes and goals of public education.
- Concepts of child growth and development and child behavior characteristics.

#### **ABILITY TO:**

- Demonstrate an understanding, patient, warm, receptive attitude towards children.
- Print and write legibly.
- Understand and follow oral and written directions.
- Learn the procedures, functions and limitations of assigned duties.

## **AMADOR COUNTY UNIFIED SCHOOL DISTRICT RECESS/LUNCH DUTY AIDE**

- Communicate effectively with children and adults.
- Monitor and discipline students according to approved policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Complete work with many interruptions.
- Work independently with little direction.
- Work well with others.
- Learn new equipment and procedures.
- Work with confidentiality and discretion.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Standing for extended periods of time; bending at the waist to assist students; reaching overhead, above the shoulders and horizontally; hearing and speaking to exchange information; seeing to monitor student activities and behavior.

#### Mobility:

- Positions in this class require the mobility to stand, stoop, reach and bend.

#### Other Conditions:

- Incumbents may be required to work in inclement weather;

### **SALARY LEVEL**

Range 9 of the ACUSD Classified Salary Schedule.