

## NOON DUTY ASSISTANT

### DEFINITION:

Under the supervision of the Site Administrator, assists school staff in the safety and well-being of students during noon-time eating and playground activity; monitor designated areas on an assigned school campus in accordance with organizational and school policy.

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

- x Monitors and directs student activities during playground and eating time.
- x Inspects, reviews and monitors campus to deter and prevent inappropriate behaviors and eliminate potential safety hazards.
- x Maintains appropriate student behavior per established school policies, procedures and student conduct code; enforces established school regulations.
- x Counsels and advises students and others regarding violation of rules and regulations.
- x Reports inappropriate student behavior and assist in the preparation of necessary incident reports.
- x

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- x Standing and walking for extended periods of time.
- x Seeing to monitor student activities.
- x Hearing and speaking to exchange information.
- x Lifting, carrying, pushing and pulling light objects up to 10 pounds.ii