

Position Description

Position: Yard and Duty Assistant		Board Approved: 12/15/15
Salary Grade: 103	Effective: 2/1/16 Effective: 7/1/22 salary grade change	FLSA: Non-exempt

Summary

Monitors cafeteria, playground, drop off and pick-up zones, and other school site environments to assure the safety and positive behaviors of students, predominantly in an elementary school setting.

Distinguishing Career Features

The Yard and Duty Assistant is a service level position for oversight of student activities during lunch, recess, and other gatherings. The Yard and Duty Assistant may be considered part of the instructional support career where advancement would require compliance with no child left behind qualifications.

Essential Duties and Responsibilities

- Oversees and monitors activity of students in playground, cafeteria, rest room, hallway and other environments where students gather.
- Assists students with resolving minor conflicts on playground and other environments.
- Reports unauthorized activities and unauthorized persons on school grounds to appropriate school authority.
- Assembles students promptly for class when the bell rings and collects any equipment left on the playground.
- Assist students in the cafeteria and may assist food service staff with service and cleanup.
- Monitors student movement in and out of classrooms verifying hall passes and other forms of permission ensuring compliance with school rules and procedures.
- May administer first aid.
- Performs other duties as required to accomplish the objectives of the position.

Qualifications

▪ Knowledge and Skills

The position requires basic knowledge of age-appropriate child behaviors and the District's policies for working with children. Requires basic knowledge of safety for public and play areas. Requires sufficient human relations skills to exercise patience when working with students and staff and to direct the activities of children.

▪ Abilities

Requires the ability to carry out the duties of the position. Requires the ability to remain calm in

normal, urgent, and emergency situations. Requires the ability to follow standing instructions about student behavior.

▪ **Physical Abilities**

Requires the ability to perform work in indoor and outdoor environments engaged in work of an active nature. Requires ambulatory ability to move about facilities and school grounds. Requires near and far visual acuity to read and write printed materials and computer screens and to view student activity and moving objects. Requires hearing and speech ability for ordinary and telephonic conversation, and speak to small groups of children.

▪ **Education and Experience**

The position typically requires a high school diploma or equivalent and experience working with children, which may be concurrent with education.

▪ **Licenses and Certificates**

May require a valid driver's license.

▪ **Working Conditions**

Work is performed indoors and outdoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.