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**REDDING SCHOOL DISTRICT  
JOB DESCRIPTION**

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**NOON DUTY ASSISTANT**

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**DEFINITION OF POSITION**

Under the general direction of the site principal, assists in providing care and active supervision in a safe environment for children outside the classroom. This position is part of the classified bargaining unit.

**EXAMPLES OF DUTIES** – Important duties may include, but are not limited to, the following:

1. Supervises students in an assigned area, inside or outside, guiding their routine activities of eating, playing and other functions;
2. Assists activities and the use of play equipment;
3. Assists in establishing and maintaining an environment that stimulates growth of desirable social, emotional, and health habits;
4. Reports cases of unusual behavior or other discipline problems and promote safe activities;
5. Helps maintain clean eating area (i.e. tables);
6. Observes and reports safety hazards;
7. Performs other related duties as assigned which are reasonable related to the above.

**QUALIFICATIONS**

1. Knowledge of general needs and behavior of school age children;
2. Ability to deal tactfully and effectively with students, faculty and public;
3. Ability to understand and attend to the physical, social and emotional needs of children;
4. Possess a genuine liking for children;
5. Ability to supervise activities and play of children
6. Ability to understand and follow oral and written instructions;
7. Ability to work with teenage students in a disciplinary role;
8. Ability to discern what situations should be handled alone, by the teacher or be brought to the attention of the principal.

**PHYSICAL DEMANDS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Require vision (which may be corrected).
- Persons performing service in this position will exert 10 to 30 pounds of force frequently to lift, carry, push, or otherwise move objects.
- This type of work involved sitting, walking, and standing for extended periods.

Reasonable accommodation may be made to enable a person with a disability to perform the Essential functions of the job.

**EXPERIENCE**

None required; experience in youth work is highly desirable.

**EDUCATION**

Completion of the eighth grade or equivalent education and experience.

**REQUIRED LICENSES OR CERTIFICATES**

Possession of or ability to obtain a standard First Aid Certificate.

Possession of or ability to obtain a standard CPR Certificate.

**NOON DUTY ASSISTANT**

**Range B**

BOARD APPROVED: February 21, 2012