

# CHURCHILL COUNTY SCHOOL DISTRICT

## DUTY ASSISTANT

FLSA: Non-Exempt

Created: 10/2004

Last Revised: 04/2015

### **DEFINITION**

To perform a variety of support services for teachers and students during the lunch hours, playground activities, to include; bus pickup and delivery times.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the school Administrator and/or designee.

**ESSENTIAL FUNCTIONS:** *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Supervise and monitor students during lunch-times, on the playground, or other assigned areas; this includes maintaining order and acceptable behavior by all students.
2. Supervises students in designated classrooms or areas in the event of inclement weather.
3. Maintain equipment inventory and assist in maintaining lunch areas, playgrounds and classrooms in a clean, organized, safe and healthful condition.
4. Monitor students who are assigned to lunchtime detention as necessary.
5. Enforce student dress code policy.
6. Provide written discipline referrals for inappropriate student behavior when required.
7. Circulates amongst the tables during lunch periods; to be available to students who need help or to resolve any problems that arise. Disseminates medical problems and injuries to the immediate attention of the school nurse, Principal and/or designee.
8. Be aware at all times to the students and their needs; (Cell phones should only be used for emergencies).
9. Disseminates medical problems and injuries to the immediate attention of the school nurse, Principal and/or designee.

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## DUTY ASSISTANT, continued

**QUALIFICATIONS** – *Knowledge, Skills and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education or training.)*

### **Knowledge of:**

- School District policies and regulations;
- English usage, spelling, grammar and punctuation; and
- Oral and written communication skills.

### **Skills to:**

- Communicate clearly and effectively, both orally and in writing;
- Effectively interact and communicate with students;
- Learn and apply District policies, and procedures in a school setting and regarding discipline methods; and
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Ability to:**

- Follow all policies, rules and procedures established by the school district;
- Take initiative, be flexible and take instruction as directed;
- Maintain a system for the disposal of food waste;
- Communicates with Administrator or designee of any serious infractions of discipline by students;
- Demonstrate the ability to work successfully with students and staff; and
- Possess the physical ability to perform assigned duties.

**Experience and Training Guidelines** - *Any combination of experience and training that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

### **Experience:**

Some experience working with students is desirable.

### **Training:**

Possession of a high school diploma or its equivalent (GED).

Additional specialized training in childcare, child development or a related field is desirable.

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## DUTY ASSISTANT, continued

### Required Certifications and Licenses:

Must possess and maintain a valid Nevada Driver's License.

Possession of or ability to obtain a current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization within six (6) months of hire. Certification must be maintained for the duration of the assignment.

**PHYSICAL AND MENTAL/INTELLECTUAL REQUIREMENTS:** *The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Frequent sitting, standing, walking, pushing, pulling, reaching, handling and repetitive fine motor activities, talking, and hearing. The ability to effectively communicate via telephone, in person, or by electronic means as appropriate. Lifting upwards to 80 pounds.

**Please see chart below indicating specific physical requirements.**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with disability who require and request such accommodations. Incumbents and individuals are encouraged to discuss potential accommodations with the employer.

### PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

*(Mark with an X, leave blank where not applicable)*

| ESSENIAL FUNCTIONS  | LESS THAN<br>25% OF TIME | 25% TO 49%<br>OF TIME | 50% TO 74%<br>OF TIME | 75% TO 100%<br>OF TIME |
|---|--------------------------|-----------------------|-----------------------|------------------------|
| Sitting   | X                        |                       |                       |                        |
| Standing  |                          |                       |                       | X                      |
| Walking   |                          |                       |                       | X                      |
| Bending/Stooping/Squatting/Twisting                       |                          |                       |                       | X                      |
| Crawling  |                          |                       |                       |                        |
| Kneeling  |                          | X                     |                       |                        |
| Reaching above the body                                   |                          |                       | X                     |                        |
| Reaching away from body                                   |                          |                       | X                     |                        |
| Climbing Stairs   | X                        |                       |                       |                        |
| Climbing while working<br>(ladders, stools, roofs, poles) |                          |                       |                       |                        |
| Balancing   |                          | X                     |                       |                        |
| <b>Lifting &amp;/Or Carrying objects:</b>                 |                          | X                     |                       |                        |
| 50 Pounds or 1/3 Bodyweight                               |                          | X                     |                       |                        |
| Pushing   |                          | X                     |                       |                        |
| Pulling   |                          | X                     |                       |                        |

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|                                       |   |   |   |   |
|---------------------------------------|---|---|---|---|
| Grasping/Gripping                     |   | X |   |   |
| Handling                              |   | X |   |   |
| Applying Torque (arms)                | X |   |   |   |
| Fine Manipulation                     |   |   |   |   |
| Repetitive Work                       |   |   | X |   |
| Weight Barring                        |   | X |   |   |
| Typing, Keyboarding, or Entering Data |   |   |   |   |
| Computer Monitor/CRT                  |   |   |   |   |
| Driving a Vehicle                     |   |   |   |   |
| Working Alone                         |   |   |   |   |
| Operating Machinery or Equipment:     |   |   |   |   |
| Heavy Equipment                       |   |   |   |   |
| Vibrating Equipment                   |   |   |   |   |
| Power Tools                           |   |   |   |   |
| Machine/Electrical Hazards            |   |   |   |   |
| Ladders> 6 Feet                       |   |   |   |   |
| Personal Protective Equipment         |   |   |   |   |
| Respirator Use                        |   |   |   |   |
| <b>Work Conditions:</b>               |   |   |   |   |
| High Noises                           | X |   |   |   |
| Heights                               |   |   |   |   |
| Confined Spaces                       |   |   |   |   |
| Heat Stress                           | X |   |   |   |
| Cold Stress                           | X |   |   |   |
| UV Exposure                           | X |   |   |   |
| Hazardous Chemicals/Waste             |   |   |   |   |
| >8 Hours Per Day                      |   |   |   |   |
| Overtime/Irregular Hours              |   |   |   |   |
| <b>Senses:</b>                        |   |   |   |   |
| Eyes                                  |   |   |   | X |
| Visual Demanding Work                 |   |   |   |   |
| Near Vision                           |   |   | X |   |
| Far Vision                            |   |   |   | X |
| Depth Perception                      |   |   |   |   |
| Basic Color Discrimination            |   |   |   |   |
| Audio Arms                            |   |   |   |   |
| Ability to Smell                      | X |   |   |   |

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**Working Conditions:** Work is performed under the following conditions:

Position functions indoors in a cafeteria environment. Working environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur. Noise levels may range from moderate to very loud at times. Exposure to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods.

**Employee's Acknowledgment:** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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