

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Noon Time Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	School Site	CLASSIFICATION:	Classified
FLSA:	Non-exempt	WORK YEAR:	Varies
BOARD APPROVAL:	2/21/2024	SALARY:	G-01, Classified Hourly Salary Schedule

BASIC FUNCTION:

Assist the school site staff by supervising pupils in cafeteria areas and on playgrounds during breakfast, lunch and recess periods, and other site areas as assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Provide continuous supervision to pupils in the cafeteria, designated eating areas, on playgrounds, and other site areas as assigned. *E*

Maintain order in serving lines and at eating areas. *E*

Assist students in the cafeteria with daily meal activities. *E*

Assist nutrition services personnel with daily meal activities, as needed, which include the following: clean and sanitize cafeteria table tops and benches and notify Nutrition Services personnel as food items or supplies run low during meal service. *E*

Guide pupils in maintaining clean eating and play areas. *E*

Lead or supervise organized and unorganized recreation. *E*

Enforce school rules concerning the health, safety and proper behavior of pupils. *E*

Correct or report conditions hazardous to the health and safety of children. *E*

Report all accidents involving actual or suspected pupil injury to the principal or designated staff. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school and experience in youth-related activities preferred.

LICENSES AND OTHER REQUIREMENTS:

None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Reading and writing English communication skills preferred.

Interpersonal skills using tact, patience and courtesy.

Safe practices in playground activities.

ABILITY TO:

Work harmoniously with students and staff.

Effectively supervise students.

Determine appropriate action within clearly defined guidelines.

Remain calm in stressful situations.

Communicate, understand and follow both oral and written directions effectively.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

School and outdoor environments.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, mobility and stamina to walk for a major portion of the duty period; seeing to supervise students and read a variety of materials; reaching above the shoulders and horizontally and bending at the waist while supervising students; ability to communicate to exchange information in person or on the phone.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E = Essential Functions