

	<b><i>YARD DUTY</i></b>	<b>Classified Non-Unit Member Position</b> <b>Initial Date: February 1, 2007</b> <b>Board Approval: November 13, 2018</b> <b>Revision Date: November 7, 2018</b> <b>Personnel Commission: November 28, 2018</b> <b>Rate of Pay: Minimum Wage</b> <b>Reports to Site Administrator</b>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Employees in this position are assigned an elementary school site where they will monitor and supervise student activities on campus which may include class breaks, lunch periods, instructional time, and before or after school.

**REPRESENTATIVE DUTIES:**

- Monitor the elementary school campus to ensure that students are complying with school rules and general safety rules.
- Assist administrator(s) in general monitoring of student activities and behavior throughout the campus
- May provide general supervision of students on the playground area, cafeteria or eating area, and/or in a general classroom setting
- May document and report disciplinary cases to appropriate school administrator(s)
- May assist in monitoring the loading and unloading of school buses
- May escort students to school office as needed
- May monitor parking lots, driving and parking regulations
- Provide a positive school climate through communication and behavior
- Establish and maintain cooperative working relationships and interact in a positive and supportive manner with students, staff, administrator and parents
- Perform related duties similar to the above in scope and function, as directed

**KNOWLEDGE AND ABILITIES:**

- Ability to effectively communicate in both oral and written form, ability to hear and understand speech at normal levels
- Knowledge of campus rules, regulations and basic safety rules
- Skill and ability to make sound judgments, to take quick and effective action as necessary, and to effectively supervise students

**EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent
- Experience working with elementary-aged children, highly desirable
- Bilingual Spanish-English, highly desirable

**WORKING CONDITIONS:**

**ENVIRONMENTAL CONDITIONS:**

- Mostly outdoor; school setting subject to frequent interruptions
- Temperature – variable climate
- Daily contact with students, teachers, school administrators and parents
- Occasional contact with other community members and District staff

**PHYSICAL DEMANDS:**

- Manual dexterity and physical condition necessary to maintain a rigorous work schedule
- Moderate physical effort, standing and/or walking for extended periods of time
- Indoor and outdoor school campus environment

**HAZARDS:**

- Exposure to and contact with blood and other body fluids; exposure to communicable diseases
- All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.