

**DUTY AIDE****Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. High School Diploma or equivalent.
2. Ability to work with staff, students, and the public.
3. Patient, yet firm.
4. Demonstrated aptitude for the work to be performed.
5. Able to perform assigned duties.
6. Previous experience preferred, but not mandatory.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports to:** Building Administrator

**Supervises:** N/A

**Job Goal:**

To work closely with the students, teachers and building administrator in monitoring students during lunch time and recess. To enable students to enjoy group interaction and physical exercise which is an integral part of the district educational program.

**Essential Duties and Responsibilities:**

1. Supervises students at lunch time/recess and maintains a harmonious atmosphere.
2. Assists office staff and building administrators as needed.
3. Ability to stand and/or move for long periods of time.
4. Promotes safety indoors and outdoors.
5. Takes part in in-service training programs.
6. Follows the district discipline policy under the direction of the building administrator.
7. Informs the custodian and/or building administration regarding any problems or conditions which require safety maintenance on school grounds/building.
8. Maintains high standards of ethical behavior and confidentiality.
9. Has regular and predictable attendance.

**Other Duties and Responsibilities:**

Performs all other duties as assigned.

**Terms of Employment:**

**This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create**

**a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.**

An employee working in this position shall, at all times, be subject to the direction of the person(s) to whom said employee has primary responsibility or said person(s)' designee(s), and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies.

This position will be part-time with up to 3.95 hours per day; up to 174 days per year. Work hours to be established by the school administrator. Salary placement to be determined by the Paraprofessional & Aide Salary Schedule, as adopted by the Board of Trustees. All terms of employment may be subject to change, as recommended by administrative staff or as directed by the Board of Trustees.

#### **Evaluation:**

Performance of this position will be evaluated annually by the Building Administrator in accordance with the Board's policy on the evaluation of classified personnel.

#### **Physical Demands/Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear; have sufficient hand, arm and finger dexterity; reach with hands and arms; sit; stand; walk and stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or move up to 25 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate, but can be loud on occasions. The employee is regularly exposed to outdoor weather conditions.

Reviewed \_\_\_\_\_ Revised 02/07  
11/11  
05/15  
06/18

#### **NOTES:**

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference: I.C. § 33-512 Governance of Schools  
I.C. § 33-1210 Information on Past Job Performance

*Equal Opportunity Employer*