

## **NOON DUTY AIDE & SUBSTITUTES**

### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

- A. Provides assistance to students and staff under the guidance of the building principal by:
  - Supervising students on the playground, lunch areas, in classrooms, and on the school grounds
  - Enforcing playground, lunch area, and school ground behavior standards
  - Organizing and supervising playground activities
  - Acknowledging and reinforcing desirable student behavior
  - Reporting special behavioral issues to the building principal or their designee, using appropriate referral forms
- B. Maintains a cooperative and professional relationship with staff and supervisors by:
  - Establishing and maintaining effective and cooperative relationships with those contacted in the course of the work day
  - Communicating effectively with those contacted in the course of the work day
- C. Maintains a high level of ethical behavior and confidentiality of any information regarding students, staff and all job-related matters
- D. Collaborative Responsibilities:
  - Demonstrates a clear understanding of and adherence to district, school and program policies, practices, and goals
  - Interacts with colleagues and students in a respectful manner
  - Demonstrates understanding of and compliance with confidentiality practices

### **MINIMUM QUALIFICATIONS:**

- Education
  - High school diploma or equivalent
- Experience
  - Experience working with K-8 students *preferred*
- Knowledge, Skills and Abilities
  - Ability to understand and carry out written and oral instructions
  - Ability to handle stressful situations
  - Ability to demonstrate an understanding, patient, positive and receptive attitude towards children
  - Knowledge of student games and the rules
  - Knowledge of basic first aid procedures
  - Ability to effectively manage time and responsibilities
  - Ability to understand and implement school safety rules and regulations
  - Ability to positively influence children's behaviors and standards of conduct
  - Ability to be firm, fair and consistent in dealing with student behavior issues
  - Ability to serve as a positive role model for students
  - Ability to establish and maintain effective working relationships with other playground supervisors, staff members and others contacted in the course of the work day
  - Knowledge of and ability to use positive problem solving skills

**EQUIPMENT USED:** Variety of playground equipment

**WORK ENVIRONMENT:** While performing the duties of this job, the employee regularly works both inside and outside in various weather conditions. Exposure to hot, cold, wet, humid and windy conditions may be experienced while performing the essential functions of the job. The noise level in the work environment is usually loud.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to walk, stand and twist at neck and waist, bend and kneel. Must have an adequate range of motion in upper extremities. Should expect and may be required to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects. Specific vision abilities of this job include close vision, distance vision, depth perception, and the ability to adjust focus.

**MENTAL/MOTOR DEMANDS:** While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually unavailable. The employee must maintain attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands & work environment characteristics, and mental/motor demands described within this job description 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.*

**IMMEDIATE SUPERVISOR:** BUILDING PRINCIPAL

**EVALUATION:** Performance of this job will be evaluated in accordance with established provisions.

**TERMS OF EMPLOYMENT:** Salary, benefits, and other working conditions as determined by the MCPS Board of Trustees. Hours may increase or decrease dependent upon the needs of the district. Sick and vacation leave accrual. Substitutes are not eligible for benefits.

**AN EQUAL OPPORTUNITY EMPLOYER**

*Updated: October 2022*