Nye County School District - Human Resources

Job Description

Title: Lunch Duty Aide	Classification: Classified
FLSA Status: NON-EXEMPT	Terms of Employment: Hours and days needed are set by each individual school according to their needs

JOB GOAL: To assist staff in supervision of students during lunch period, either in the school building or on school grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor, which does not conflict with NCSD policies and administrative regulations.

1. Monitor and help supervise students during lunch period.
2. Assist in set-up and take-up of tables, clean tables.
3. Assist with sweeping and mopping of lunchroom floors after each lunch period.
4. Follow district and site policies and procedures related to student supervision.
5. May assist with lining up and escorting students to the playground area.
6. May help supervise students in the playground area during lunch period.
7. Other duties as requested or assigned by site principal or designee.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Ability to learn relevant regulations and rules.
2. Ability to communicate orally, speak clearly and operate a two-way radio.
3. Ability to gain the cooperation of students.
4. Ability to learn student/staff names and faces rapidly.
5. Ability to work cooperatively with students, staff, parents, and the general public.
6. Ability to work independently.
7. Ability to write reports.
8. Ability to relate well to both students and parents.
9. Ability to judge when to act independently and when to refer situations to administrators.
10. Ability to recognize signs and symptoms of substance abuse, student emotional stress and refer to appropriate staff.
11. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
12. Recognizes and reports hazards, conforms to safety standards as prescribed.
13. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
14. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).
15. Flexibility in dealing with a variety of tasks and situations.
16. Demonstrated dependability, responsibility and efficiency.

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent.
2. Previous work experience in school or security environment preferred.
3. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
4. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.

5. Recognizes and reports hazards, and conforms to safety standards as prescribed.
6. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
7. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

Licenses and Certifications:

1. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Moderate physical labor, including light lifting, ability to exert force 10 to 20 pounds.

Physical Demands: Frequent reaching, handling, lifting. Requires mobility to work indoors and outdoors with students.

Environmental Conditions: Indoor and outdoor environment, possible extreme cold or heat, all weather and climate conditions, exposure to low/moderate noise intensity levels.

Hazards: Furniture, office/classroom/lunchroom/playground equipment, slippery/wet floors, communicable diseases.

Working Conditions: Equipment as necessary to carry out functions of position description.

Approved by: _____ 7/15/24

Superintendent **Date**

Nye County School District
NOTICE OF NONDISCRIMINATION ON THE BASIS OF SEX UNDER TITLE IX

Nye County School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to NCSD's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both:

Michelle "Chelle" Wright, PHR, CLRP
Director of Human Resources/Title IX Coordinator
Nye County School District
484 S. West St., Pahrump, NV 89048 · 775-727-7743, extension 300
title9coordinator@nyeschools.org

NCSD's nondiscrimination policy and grievance procedures can be located at:
https://bit.ly/NCSDPolicies-AdminRegs.
(NCSD Policies and Administrative Regulations 0210/0210aR/0210bR/0210cR, 0211/0211R, 0212/0212R, 0213/0213aR/0213bR/0213cR, and 6110/ 6110R)

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to title9coordinator@nyeschools.org.

Contact information for OCR is available here: https://ocrcas.ed.gov/contact-ocr.

Equal Opportunity Employer
Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form in its programs and activities, on the basis of race, color, national origin, religion, gender, disability, age, pregnancy, sexual orientation, ancestry, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard, and provides equal access to the Boy Scouts and other designated youth groups.

Americans with Disabilities Act
It is the policy of Nye County School District to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, and conditions and privileges of employment.

Nye County School District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Nye County School District.Please contact Human Resources or the Section 504 Coordinator with any questions or requests for accommodation.

Shanda Roderick
Director of Special Education/Section 504 Coordinator
Nye County School District
Special Education Support Services
484 S. West St., Pahrump, NV 89048 · 775-751-4015

Revised 8/5/2025