

## CHANDLER UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

**CLASSIFICATION:** INSTRUCTION  
**TITLE:** NOONTIME AIDE  
**CALENDAR:** [NOONTIME AIDE FULLTIME](#)  
[NOONTIME AIDE PART TIME](#)  
**SALARY:** [GRADE 3](#)

#### **Job Goal:**

Monitor and supervise the activities of children on a playground, cafeteria or other facility

#### **Minimum Qualifications:**

- High school diploma or equivalent preferred
- Ability to work with children at different age levels
- Some experience in rearing, supervising or working with children
- Good human relations skills
- Knowledge of and adheres to all policies, regulations and rules

#### **Core Job Functions:**

- Maintains surveillance of area assigned to assure safe and responsible conduct
- Fosters and maintains effective relationships with students
- Monitors activities of students at play or in cafeteria
- Counsels and intervenes to prevent unacceptable behavior
- Refers disciplinary cases to appropriate authority
- Reports unauthorized persons on school premises
- Notifies nurse in case of accident
- Does related work as required
- Interacts with students constructively
- Performs all duties in a safe and prudent manner as directed

#### **Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

#### **Physical Requirements – Working with Students**

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction),

focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, bloodborne pathogens, and loud noises. Employees may be required to lift or exert up to 30 pounds of force to move objects occasionally, up to 20 pounds of force to move objects frequently, and up to 10 pounds of force to move objects constantly. 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.