

<b>Work Location:</b>	Guerneville School 14630 Armstrong Woods Road, Guerneville, CA 95446
<b>Calendar:</b>	10 Month
<b>Supervisor:</b>	Principal
<b>Salary:</b>	Appropriate Placement on CSEA Classified Salary Schedule
<b>Health &amp; Welfare:</b>	Benefits Package with a \$ 1,200 monthly cap (pro-rated for less than 1.00 FTE)

### **JOB DESCRIPTION**

Under the direction of an assigned supervisor, monitor students in the cafeteria, playground areas, restrooms and other areas of an assigned elementary school.

### **DUTIES AND RESPONSIBILITIES**

*Duties and responsibilities may include, but are not limited to, the following:*

#### **Essential Functions/Duties:**

- Monitor students in the cafeteria, playground areas, restrooms and other areas of an assigned elementary school; assure student behavior complies with District rules and procedures.
- Assist in resolving minor student conflicts on the playground. Communicate unauthorized activities and unauthorized visitors to appropriate personnel.
- Assure students arrive to class in a timely manner; collect equipment left in playground areas by students. Perform related duties as assigned.

### **KNOWLEDGE, SKILLS and ABILITIES**

- Principles and practices of monitoring student behavior
- Oral and written communication skills
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience and courtesy
- Health and safety regulations

### **ABILITY TO:**

- Monitor students in the cafeteria, playground areas, restrooms and other areas of an assigned elementary school.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Learn District organization, operations, policies and objectives.
- Observe health and safety regulations.
- Understand and follow oral and written instructions.
- Maintain consistent, punctual and regular attendance
- Hear and speak to exchange information
- Stand for extended periods of time
- See to monitor student behavior

## **CERTIFICATES/LICENCES AND CLEARANCES**

- Criminal Justice Clearance
- TB Clearance

## **WORK ENVIROMENT:**

While performing the duties of this job, the employee works in outside weather conditions, walking on uneven ground when outdoors; exposure to student illness, injuries, infections, and bodily fluids. The noise level I the work environment is usually moderate.

## **PHYSICAL DEMANDS:**

- Dexterity of hands and fingers
- Sitting or Standing for extended periods of time
- Bending at the waist, kneeling or crouching to assist students.
- Hearing and speaking to exchange information.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Lifting and or carrying 0-25 lbs pounds