

JOB DESCRIPTION

JOB TITLE: Duty Assistant

Report Identification Code: edidta

Job Purpose Statement: The job of "Duty Assistant" is done for the purpose of providing for the safety and welfare of students during non-classroom activities; communicating observations and incidents which may impact student development or general well being to other school staff; and providing appropriate emergency care as may be required.

Essential Job Functions:

- **Administers** basic first aid for the purpose of providing emergency care.
- **Assists** students as necessary (loading/unloading buses, equipment) for the purpose of ensuring student safety.
- **Evaluates** situations with students for the purpose of ensuring student safety, preventing unacceptable behavior, and enhancing student welfare and well being.
- **Monitors/supervises** students in a variety of school environments (cafeteria, playgrounds, bus areas, school grounds) for the purpose of providing for the safety and welfare of students.
- **Reports** observations and incidents relating to students for the purpose of communicating information to the appropriate staff.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- * **Facilitates** games among students for the purpose of providing age-appropriate activities.

Job Requirements - Qualifications:

- * **Experience Required:** Some job-related experience
- * **Skills, Knowledge and/or Abilities Required:**

Skills to: use English in both written and verbal form to communicate effectively with students and staff; apply pertinent policies, regulations, and guidelines; and administer basic first aid.

Knowledge of: safety requirements and practices; rules and regulations related to assigned school; principles of child development.

Abilities to: understand oral and written instructions; adhere to safe work practices; adjust to flexible work assignments; make judgments based on common sense; work with minimal supervision; read/interpret/apply rules, regulations and policies; work cooperatively with others; and interact with persons of different age groups and cultural/educational backgrounds.

Significant physical abilities include standing/walking for prolonged periods, reaching/handling, stooping, talking/hearing conversations and other sounds, far visual acuity/depth

perception/ visual/accommodation, exposure to temperature/weather changes.

- * **Education Required:** High school diploma or equivalent
- * **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance
- * **Other Specialized Requirements:** First aid training