

	<p style="text-align: center;"><b>Position Description</b></p> <p style="text-align: center;"><b>YARD DUTY</b></p>	<p>Initial Date: February 1, 2007</p> <p>Reports to School Site Administrator</p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

To perform a variety of support functions in the monitoring of student activities and behavior on the elementary school campus. Employees in this classification receive general supervision from the school principal within a framework of standard policies and procedures. This job class requires knowledge of campus rules and regulations for student conduct and the ability to develop a high degree of positive contact with students.

**DISTINGUISHING CHARACTERISTICS:**

Employees in this position are assigned an elementary school site where they will monitor student activities on campus when students require adult involvement during class breaks, lunch periods, and before and after school.

**REPRESENTATIVE DUTIES:**

- Monitor the elementary school campus to ensure that students are obeying school rules and general safety rules.
- Document and report disciplinary cases to appropriate school administrator(s).
- Assist in monitoring the loading and unloading school buses.
- Assist administrator(s) in general monitoring of student activities and behavior.
- Escort students to school office as needed.
- Monitor parking lots, driving and parking regulations, issuing written warnings, as directed.
- Performs related duties similar to the above in scope and function, as directed.

**EMPLOYEE STANDARDS:**

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of campus rules, regulations and basic safety rules.
- Skill and ability to make sound judgments, to take quick and effective action as necessary, and to effectively supervise pupils.
- Ability to provide a positive example to students through personal appearance, communication and behavior.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work and to interact in a positive and supportive manner with students, staff, administrator and parents.

**WORKING CONDITIONS:**

- Manual dexterity and physical condition necessary to maintain a rigorous work schedule.
- Moderate physical effort, standing and/or walking for extended periods of time.
- Indoor and outdoor school campus environment.

**CONTACTS:**

- Daily contact with students, teachers, school administrators and District staff.
- Occasional contact with community members.

**EDUCATION AND EXPERIENCE:**

- High school graduation or equivalent.
- Prior experience working with elementary students is highly desirable.
- Spanish fluency desirable

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a consistent work schedule. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.