



CASTAIC UNION SCHOOL DISTRICT

28131 Livingston Avenue • Valencia, California 91355
Phone: (661) 257-4500 • Fax: (661) 257-5737 • www.castaicusd.com

Stacy Dobbs • Fred Malcomb • Mayreen Burk • Laura Pearson • John Richard
President Clerk Member Member Member

CLASSIFIED EMPLOYMENT OPPORTUNITY

NOON DUTY AIDE (1 Position)

NORTHLAKE HILLS ELEMENTARY SCHOOL

3.92 hours per day within 7:30 am to 3:00 pm

Note: 3.92 hours per day within 7:30 am to 1:15 pm on shortened days

Salary: Range 3, Step 1 - \$12.00 per hour

Opening Date: March 12, 2019

Closing Date: March 19, 2019 by 4:00 p.m.

Please Note That Interviews Will Be Held On Wednesday, March 27, 2019

CLASS DEFINITION:

To supervise and maintain the safety of students during recreational and non-academic activities.

QUALIFICATIONS:

1. Must successfully complete a pre-employment medical examination and be free of communicable disease. Must meet district and state standards for physical and mental health.
2. High school diploma or equivalent.
3. Demonstrated aptitude or competence for assigned responsibilities.
4. First Aid and CPR certified preferred.
5. Ability to communicate and work effectively with students, parents and staff using appropriate techniques of youth supervision.
6. Such alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

1. Supervises students during transition, lunch, nutrition, recess, before, during and after school to maintain a safe and secure campus.
2. Supervises group games and activities.
3. Assumes responsibility for play equipment.
4. Helps to enforce school policies and regulations.
5. Helps students resolve conflicts.
6. Takes part in inservice training programs.
7. Assists in directing vehicle and pedestrian traffic on school grounds.
8. Knowledge of and participation with the school site Emergency Response Plan.
9. Establish and maintain effective work relationships with those contacted in the performance of required duties.

PHYSICAL DEMANDS:

Incorporated within one or more of the Performance Responsibilities of this job description are the following essential physical requirements.

- a. Ability to work at a desk, conference table or in meetings of various configurations.
- b. Ability to stand for extended periods of time.
- c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
Vision which allows accurate observation from a distance.
- d. Ability to hear and understand speech at normal levels.
- e. Ability to communicate so others will be able to clearly understand a normal conversation.
- f. Ability to bend and twist, sit, stoop, kneel, push, pull, walk and crawl.
- g. Ability to sit for sustained period of time.
- h. Ability to climb slopes, stairs, steps, ramps and ladders
- i. Ability to lift 25 lbs.
- j. Ability to carry 25 lbs.
- k. Ability to exhibit full range of motion for:
 - Shoulder external rotation and internal rotation
 - Shoulder abduction and adduction
 - Elbow flexion and extension
 - Shoulder extension and flexion
 - Back lateral flexion
 - Hip flexion and extension
 - Knee flexion and extension
- l. Able to demonstrate manual dexterity necessary to operate a computer and other equipment in a safe, efficient manner

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Environment: Work is typically performed in an outdoor school environments in a wide variety of weather conditions and on various surfaces. Appropriate attire and footwear (closed toe and supported heel) are highly recommended and encouraged for safety reasons. The work environment is moderately noisy.

Exposures, Risks and Hazards: While performing the duties of this classification, an employee is exposed to childhood and infectious diseases, constant interruptions and the normal risks and hazards of operating computer-related and other types of equipment.

Application Forms Available at www.castaicusd.com

In accordance with Public Law 99-603 (U.S. Immigration and Naturalization Service), we wish to give all applicants this preliminary advice: PL 99-603 requires that all employees hired after November 6, 1986, provide proof of work eligibility and, therefore, we are asking that applicants be prepared to provide appropriate documentation which establishes their right to work in this country. The Castaic Union School District does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices. This non-discrimination regulation covers admission and access to, and treatment and employment in, the District's programs and activities. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the district's grievance procedures, may be directed to: Title IX (or sex equity) Coordinator and Section 504 (or disability) Coordinator, Steve Doyle, Superintendent, Castaic Union School District.