

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Lunch Duty Aide

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: Hours and days needed are set by each individual school according to their needs.

JOB GOAL: To assist staff in supervision of students during lunch period, either in the school building or on school grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Monitor and help supervise students during lunch period.
2. Assist in set-up and take-up of tables, clean tables.
3. Assist with sweeping and mopping of lunchroom floors after each lunch period.
4. Follow district and site policies and procedures related to student supervision.
5. May assist with lining up and escorting students to playground area.
6. May help supervise students in playground area during lunch period.
7. Other duties as requested or assigned by site principal or designee.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Ability to learn relevant regulations and rules.
2. Ability to communicate orally, speak clearly and operate a two-way radio.
3. Ability to gain the cooperation of students.
4. Ability to learn student/staff names and faces rapidly.
5. Ability to work cooperatively with students, staff, parents, and the general public.
6. Ability to work independently.
7. Ability to write reports.
8. Ability to relate well to both students and parents.
9. Ability to judge when to act independently and when to refer situations to administrators.
10. Ability to recognize signs and symptoms of substance abuse, student emotional stress and refer to appropriate staff.
11. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
12. Recognizes and reports hazards, conforms to safety standards as prescribed.
13. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
14. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).
15. Flexibility in dealing with a variety of tasks and situations.
16. Demonstrated dependability, responsibility and efficiency.

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent.
2. Previous work experience in school or security environment preferred.
3. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
4. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
5. Recognizes and reports hazards, and conforms to safety standards as prescribed.

6. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
7. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

Licenses and Certifications:

1. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCS D Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Moderate physical labor, including light lifting, ability to exert force 10 to 20 pounds.

Physical Demands: Frequent reaching, handling, lifting. Requires mobility to work indoors and outdoors with students.

Environmental Conditions: Indoor and outdoor environment, possible extreme cold or heat, all weather and climate conditions, exposure to low/moderate noise intensity levels.

Hazards: Furniture, office/classroom/lunch room/playground equipment, slippery/wet floors, communicable diseases.

Working Conditions: Equipment as necessary to carry out functions of position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

3-22-17
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____