

Madera Unified School District Classified Job Description

Cafeteria/Playground Aide

Purpose Statement

Under the direction of the site Principal or designee the Cafeteria/ Playground Aide will maintain a positive environment through safe and efficient supervision of school activities. The Cafeteria/Playground Aide will perform a variety of assignments, monitoring and overseeing students in the cafeteria, lunch areas, restrooms, playgrounds, school hallways, nutrition breaks or other non-instructional times, intercedes in potentially harmful situations in accord with schools procedures and do other related work as required.

This job reports to the Site Principal or designee.

Essential Functions

- Supervises students in cafeteria, on playground, at bus stops, in halls, corridors, lavatories, and designated crosswalks to observe student activities to ensure safe and appropriate behavior.
- Assists in guiding students in development of desirable and acceptable social skills and habits.
- Encourages healthy attitudes towards other adults in authority.
- Assists in general welfare and safety of students; reports accidents and hazardous conditions immediately.
- Routes visitors without visitor's pass to the school office.
- Encourages good bus/playground/cafeteria standards and behaviors.
- Actively supervise activities of students in the classroom and during outdoor activities, including clean-up activities.
- Consistently encourages following of correct rules and organization of games to help establish habits of fair play in order to enjoy wholesome recreation activities.
- Schedules and directs noon games/activities for students.
- Assists with accounting of school materials, supplies, and sports equipment as assigned.
- Promptly reports suspicious or concerning behavior to site administration.
- Models personal and professional values of equity, integrity, caring, collaboration, personal and collective accountability.

Other Functions

- Performs other related duties as assigned.

Job Requirements:

Knowledge and Abilities

KNOWLEDGE OF: or ability to learn appropriate laws, school safety procedures, and district policies and procedures.

ABILITY TO: Be reliable and prompt; recognize signs of danger to school property and on campus; follow oral and written instructions; exercise good judgment, neatness, integrity and punctuality; work and communicate effectively with staff, students and community; work in an exposure of various temperatures, humidity, dust and dirt; respect confidential matters; contribute to successful fulfillment of the District Mission; learn and appropriately apply District policies and procedures and other regulations related to the position; learn and apply current technology to assigned duties.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 50% walking, and 50% standing. Indoor and outdoor environment. Constant interruption. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience: 6-months of work experience in a school or youth organization; preferably experience working with children of various age groups.

Education: High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates

Valid First Aid
CPR Certificate

Continuing Educ./Training

As needed or requested

Clearances

DOJ/FBI Background Clearance
TB Clearance
Physical Demands (B)

FLSA Status

Non Exempt

Approval Date

Salary Range

Classified Salary Schedule – Range 4