POLLOCK PINES SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE: SR YARD DUTY AIDE

DEFINITION: The job of “Yard Duty Aide” is done for the purpose/s of assisting (under direct supervision) in the supervision of students.

ESSENTIAL JOB FUNCTIONS:

- Observes activities of students and independently follows through with behavior management programs for the purpose of assisting the school in maintaining order.

- Assists in yard duty assignments; monitors student activities to ensure student safety.

- Oversees and supervises students during classroom activities, field trips, during inclement weather recess periods, and other times when teacher is out of the classroom for the purpose of ensuring student safety.

- Assumes a high level of responsibility and independent activity.

- Assists in maintaining a neat, orderly, and attractive learning environment by performing such tasks as tidying, arranging displays or preparing bulletin boards.

- Administers first aid and medical assistance to students for the purpose of providing appropriate care for students, including those who are ill, medically fragile, and/or injured.

- Maintains consistent and regular attendance.

- Reports or corrects unsafe conditions for the purpose of ensuring a safe environment.

- Assists with personal hygiene, and handling of biohazards for the purpose of ensuring the health and safety of students and staff.

- Provides an example to students in communication, self-control, and cooperation for the purpose of ensuring a positive learning environment, respect, and kindness.

- Meets other job related duties as assigned.

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JOB REQUIREMENTS - QUALIFICATIONS:
Experience Required: Prior experience successfully interacting with children and adults as a parent, volunteer, or in another capacity.

Skills, Knowledge and/or Abilities Required: Skills to perform basic clerical functions; basic arithmetic calculations; operate standard office equipment; correct use of English grammar, punctuation, spelling, and proper handwriting; knowledge of principles of child development, instructional processes. Abilities to take direction and carry out oral and written instructions; maintain confidentiality of student records; meet schedules and deadlines; read/interpret/apply rules, regulations, policies; use English in both written and verbal form; work with students, staff and constituents tactfully, courteously, and with good judgment. Stand for extended periods of time. Significant physical abilities include lifting a minimum of 50 pounds, carrying/pulling, stooping/kneeling/crouching, reaching/handling/fingering, talking/hearing conversations and other sounds, near/far visual acuity/depth perception/accommodation/field of vision.

Education Required: High school diploma or equivalent

Licenses, Certifications, Bonding, and/or Testing Required: TB test clearance; Criminal Justice fingerprint clearance; must obtain CPR/first aid certification within six months of employment.

Other: Fluency in English and Spanish preferable.

SALARY: Range 15 ($15.00 - $19.31)

FUNDING: General

HOURS: 1.75 hrs./day - 5 days/week

OPENINGS: 1

WORK SITE: Sierra Ridge Middle School

WORK YEAR: 2021-2022 School Year

APPLICATION PROCEDURE: This position is Open Till Filled. To be considered, a candidate must provide the following information:
1) PPESD Application
2) Letter of Interest
3) Three Letters of Recommendation
4) Resume’

All information is to be returned to:
Pollock Pines Elementary School District
Attn: Carmen Hodson
2701 Amber Trail
Pollock Pines, Ca 95726
(530) 644-5416/ chodson@ppesd.org