

**CHICO UNIFIED SCHOOL DISTRICT
SCHOOL AIDE**

DEFINITION

Under direction of an administrator at an elementary school, this classification will monitor students in areas assigned, with particular attention to the health, safety, and conduct of the pupils involved. The position normally works over the lunch period; however, assignments could cover recess, bus monitoring, and playground intramural activities assigned at other times during the school day.

SUPERVISION EXERCISED

Exercises no supervision other than of students.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES.

- Monitors areas as assigned by the administrator such as cafeteria, parking lot, or playground and restrooms during the lunch period and at other times with particular attention being given to the health, safety, and conduct of the pupils;
- Maintains a firm but respectful and courteous attitude toward the pupils, parents, and staff;
- Reports all suspicious or unauthorized activities to the administrator;
- Develops and monitors intramural activities during the lunch hour and at other times during the school day;
- Administers first aid and CPR as authorized under current standard certification as necessary.
- Assists in putting up and taking down tables and benches, sweeping, picking up papers and food scraps, moving garbage cans and general cleanliness of the area, and may supervise students assigned to clean up;
- Performs related work as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic techniques to motivate students and manage behavior.
- Techniques used in public relations.

Ability to:

- Learn, interpret, and enforce school and District rules, regulations, and policies regarding student behavior and discipline.
- Demonstrate an understanding, patient and receptive attitude toward students.
- Establish and implement consistent, firm, and appropriate limits.
- Recognize problems which may interfere with the welfare of students and implement appropriate solutions.
- Learn principles and practices of first aid and CPR.
- Learn basic techniques of crisis intervention, crowd control, traffic control and conflict resolution.

- Understand and follow oral and written directions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Skill to:

- Respond appropriately in emergency situations.
- Deal tactfully and effectively with students.
- Deal constructively with conflict.
- Supervise and discipline students according to approved policies and procedures.
- Perform immediate and authorized first aid and CPR as authorized under current certification.
- React to and exercise good judgment, flexibility, creativity and sensitivity to changing situations and needs.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Some experience in the care and supervision of elementary school age students in an organized education setting.

Training:

- The ability to read and write at a level necessary for successful job performance.

License or Certificate:

- Ability to obtain certification in First Aid and CPR within 30 days of the date of hire.

Special Requirements:

Essential duties require the following physical skills and work environment:

Mobility that allows effective supervision of students at the play areas and school bus pick-up and drop-off zones, in the hallways, cafeteria, and other school areas where students may be.
Ability to lift up to 25 lbs.