

**Warrenton-Hammond School District
Job Description**

Job Title: Educational Assistant – Lunchroom/Recess Monitor – Grade School
Reports To: Principal or Designee

JOB SUMMARY

This position provides assistance and supervision for children during lunch and/or assigned recesses to ensure a positive and safe environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Supervises students at lunchtime and/or playtime and maintains a harmonious atmosphere by encouraging peaceful resolution of conflicts.
2. Circulates throughout the cafeteria during mealtime. Helps students by opening packages and milk cartons. Cleans up spills and provides additional assistance as needed.
3. Assists students through the cafeteria line in an orderly fashion.
4. Insures students are orderly and acting appropriately.
5. Assists staff in lunch room clean-up.
6. Interacts with students to maintain order and provide assistance when needed.
7. Organizes group games and activities as needed.
8. Assumes responsibility for play equipment.
9. Directs movement of students to and from playground, lunchroom and classrooms in a safe and organized manner.
10. Assess playground for security and conditions of equipment and reports concerns to principal.
11. Reports disciplinary and other concerns to the building administrator and/or classroom teacher. Provides assistance for students requiring additional educational guidance.
12. Perform other job-related duties as assigned.
13. Maintains safe environment for students at all times.
14. Responds to emergency situation (injured students, fights, etc) for the purpose of resolving immediate safety concerns.
15. Evaluates student injuries, determines course of action, performs minor first aid and completes required paperwork in compliance with District policy(ies).
16. Reports safety, sanitary and fire hazards immediately to supervisor.
17. Maintains appropriate certifications and training hours as required.
18. Complies with applicable District, state, local and federal laws, rules and regulations.
19. Professionally represents the school and the District in interactions with parents, community, staff and students.
20. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Fills out communication log(s).
4. Reports issues to authorities as necessary.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and at least one year related experience and/or training or equivalent combination of education and experience. Associates degree (A.A.) or equivalent strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with young children.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Ability to obtain a valid CPR/First Aid card, Oregon Food Handler card, bloodborne pathogen training and blood spill training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

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.

The work environment combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:

Date:
