



## Round Lake Area Schools Community Unit School District #116

### **JOB ASSIGNMENT TITLE**

Elementary School 10 Minute Morning Duty Worker

### **EXTRACURRICULAR SCHEDULE**

Appendix B

10 Minute Morning Duty Worker

Category 13

### **DIVISION/DEPARTMENT**

Teaching and Learning

### **REPORTS TO:**

This job assignment receives administrative direction from the Principal or other building administrator as assigned.

### **SUMMARY OF ASSIGNMENT**

This job assignment is accountable for ensuring that students are appropriately supervised during the ten minute morning duty period.

### **MINIMUM EDUCATION AND EXPERIENCE**

1. High School Diploma or a general education development (GED) certificate.
2. Two (2) years of full-time employment or equivalent work that could reasonably be expected to provide the knowledge, skills and abilities listed.
3. Incumbents in this class may be required to possess and retain a current Illinois Motor Vehicle operator's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of and respect for the diverse backgrounds (cultural, linguistic, environmental) of students and how these characteristics affect the student's life and learning;
2. Knowledge of relevant laws, rules, regulations, and District policies and procedures;
3. Knowledge of safety and security policies, procedures and protocols;
4. Knowledge of school student management and control;
5. Knowledge of standard safety practices and procedures;
6. Knowledge of the similarities and differences between cognitive, communicative, physical, social, and emotional needs of students and the factors that influence these different needs;
7. Interpersonal and social skills;
8. Oral and written communication skills;
9. Ability to administer first aid in emergency situations;
10. Ability to assist and reinforce elements that support a safe, healthy, and effective teaching and learning environment;

11. Ability to be sensitive and respectful in communications regarding all children and families, regardless of differences in cultural heritage, lifestyle, values, and home environment;
12. Ability to effectively employ a variety of strategies that reinforce positive behavior;
13. Ability to effectively present information and respond to questions, inquiries, and/or complaints;
14. Ability to establish and maintain rapport with students;
15. Ability to follow oral and written direction, seeking clarification as needed;
16. Ability to react well under pressure;
17. Ability to reinforce the development of student social skills by using appropriate strategies to modify the environment;
18. Ability to use appropriate defense measures to protect self or others in adverse situations;
19. Ability to use ethical practices for confidential communication about students;
20. Ability to work independently with minimum supervision;
21. Ability to prepare necessary paperwork and make referrals for behavior as appropriate;
22. Ability to work with individuals from diverse backgrounds.

## **ESSENTIAL FUNCTIONS**

The following identifies the primary and essential functions of the assignment and is not intended to be an exhaustive listing of all duties.

1. Assesses danger and calls for assistance if necessary;
2. Assists other personnel as may be required for the purpose of ensuring a safe, efficient, and effective work and learning environment;
3. Assists Principal with safety issues;
4. Assists teachers and administrators in the direct supervision of students for the purpose of ensuring compliance with school policies and procedures relating to the student behavior code;
5. Communicates school policies and enforcement procedures to students, personnel, and visitors for the purpose of ensuring their understanding and the potential consequences of violation;
6. Controls the entrances and exits of visitors, students, and employees;
7. Escorts students as may be required for the purpose of ensuring students are at appropriate location;
8. Establishes and maintains satisfactory, respectful working relationships with the school environment;
9. Intervenes to halt or prevent fights, disturbances or other incidents and diffuse threatening or confrontational situations between students or others; helps to ensure order is restored and students are unharmed;
10. Maintains complete, accurate, and legible records related to assigned activities;
11. Meets and greets students, staff, and public in a positive manner;
12. Provides supervision for students during the morning duty period;
13. Reports any inappropriate activities or unauthorized persons on or around school to appropriate personnel;
14. Resolves student conflicts and/or fights in a safe and professional manner; makes referrals involving student misconduct or duress as appropriate;
15. Responds immediately to reports of drugs, weapons, or other emergencies in the school;
16. Testifies at District or judicial proceedings as needed;
17. Warns violators of rule infractions and detains persons engaging in suspicious or criminal acts;
18. Watches for disturbances, fights, unauthorized visitors, or criminal activity;
19. Performs other related duties as required.

**PHYSICAL AND MENTAL REQUIREMENTS**

Individuals appointed to these assignments must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the assignment.

**JOB ASSIGNMENT AGREEMENT**

I, the undersigned, acknowledge that I have received, read, and understand the contents of the Elementary School 10 Minute Morning Duty Worker job assignment description, and agree to complete all of the duties and responsibilities and job requirements contained therein.

I further acknowledge and understand that the District shall be unable to pay me for partially completed or late work or for work that does not meet the job assignment criteria as described by the Principal or District level administrator.

Employee Name (Print) \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Employee Address: \_\_\_\_\_

Street Name and Number

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Email: \_\_\_\_\_ Personal Email: \_\_\_\_\_

School/Program Administrator Name (Print): \_\_\_\_\_

School/Program Administrator Signature: \_\_\_\_\_

**CERTIFICATION OF COMPLETION OF ASSIGNMENT**

Instructions: This certification must be completed, signed, and forwarded to Human Resources no later than two (2) weeks following the successful completion of the assignment.

This is to certify that I, the undersigned, successfully completed the above-referenced assignment as of \_\_\_\_\_ (Specify date).

Employee Name (Print) \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

School/Program Administrator Name (Print): \_\_\_\_\_

School/Program Administrator Signature: \_\_\_\_\_

Updated on: November 29, 2012