



## JOB DESCRIPTION

<b>Job Title</b>	Noon Aide
<b>Reports To</b>	High School Principal and Assistant Principals
<b>Location</b>	High School
<b>Hours/Schedule</b>	3 hours/day, 10 months/year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

This position involves serving as a Cafeteria / Resource Period Aide at Rice Lake High School in Rice Lake Area School District. It is the responsibility of the Cafeteria Aide to supervise the safety and well-being of students during lunch as well as during the resource period.

## Essential Job Functions

### Cafeteria Aide:

- Assist with the transition of students to/from the lunchroom
- Circulates and monitors student behavior, and interact with students while they are eating to ensure that they are orderly, safe and mannerly during their lunch
- Reinforce expectations for students to clean up after themselves
- Help wash tables, and pick up trash on floor between the time different lunch periods eat lunch
- Work with administrators, kitchen and custodial staff to implement ways to make the lunchtime run more smoothly and efficiently.

### Resource Aide:

- Assist with the transition of students to/from resource
- Facilitate taking attendance
- Circulates and monitors student behavior to ensure that they are orderly, safe and mannerly during the resource period

Maintains appropriate certifications and training hours as required.

Complies with applicable District, state, local and federal laws, rules and regulations

Professionally represents the school and the District in interactions with parents, community, staff and students; maintains confidentiality.

### **Ancillary Job Functions**

- Willing to provide support and supervision of other areas in the building if needed to include: gymnasium, classroom, hallways or library.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Recent responsible secretarial experience.
- Experience in public relations and communication.
- Experience with children ages 3-18.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Training in CPR/AED/FIRST AID.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- **Knowledge and Understanding:**
  - Knowledge and understanding of developmental stages of children physically, emotionally and cognitively
- **Skills:**
  - Ability to relate to high school students in a positive but firm manner
  - Ability to work as a member of team
  - Able to read, write and comprehend simple instructions and correspondence in English.
  - Good interpersonal communication skills with students and adults
  - Ability to form and maintain appropriate relationships and personal boundaries with students
  - Emotionally resilient in working with challenging behaviors
  - Must be willing to understand and follow-through with trauma-informed practices
  - Ability to understand and follow oral and written instructions
- **Other:**
  - Strong work ethic
  - Honest
  - Punctual
  - Must be currently certified, or willing to be CPR/AED/FIRST AID certification

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May occasionally be exposed to potentially hazardous bodily fluids.
- The noise level in the work environment is occasionally loud.
- Both chemical and food odors are common in this work environment.
- The employee continuously interacts with the public, district staff and frequently meets multiple demands from several people.

**Physical Requirements** – The physical demands described below 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 essential functions.

- While performing the duties of this job, the employee is regularly required to sit and talk or actively listen. The employee is required to stand, walk, and reach with hands and arms.
- The employee must occasionally lift and/or move up to 40 pounds.

*The Rice Lake Area School District is an equal opportunity employer. The District does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.*

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.*