



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Duty Aide	Location:	School Site
Reports To:	Principal	Supervises:	None
Classification:	Support	Status:	Part -time
FLSA Status:	Non-Exempt	Benefit Eligible:	No
Work Year:	10 months	Salary:	see lhusd.org website

Education and Experience Requirements

- High school diploma or equivalent

Certificates and Licensure Requirements

- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

- To actively supervise students in the cafeteria, playground, and throughout the school premises during the school day

Qualifications

- Ability to relate well with children.
- Ability to communicate effectively, orally and in writing, both to adults and children
- Ability to operate routine office equipment.
- Ability to work effectively without direct supervision.
- Good health, physical stamina, fitness, and vitality
- Good interpersonal skills

Responsibilities and Requirements

- Assist with the supervision of students during the lunch period, recess, or before and after school.
- Assist with the supervision of students while eating to assure that they are orderly, safe, and mannerly during the lunchtime which may include both indoor and outdoor supervision.
- Work with students to learn appropriate lunchroom etiquette, good manners, cleaning up after themselves, and encouraging appropriate, positive intermingling of students.
- Work with students to support before or after school activities and supervision.

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.