

LEMOORE UNION SCHOOL DISTRICT  
Human Resources Department

**NOON AIDE and  
NOON AIDE SUBSTITUTES**  
Job Description

**JOB SUMMARY:**

Supervise children in the cafeteria, on playground, and in the classroom. Under immediate supervision of the site administrator, provide clerical assistance when not supervising children. Perform other related duties as required.

**ESSENTIAL FUNCTIONS:**

Duties to include but are not limited to the following;

- Supervise students on the playground, cafeteria and classroom.
- Supervise noon-time activities;
- Establish good working relationships with students, parents and staff members;
- Learn to operate office equipment, including use of computer;
- Posses personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy and good judgement;

*Knowledge of:*

- Child guidance principles and practices;
- Safe practices in cafeteria, playground and classroom;

*Experience:*

- One year of experience involving contact with children preferred.

*Education:*

- High school diploma or equivalent.

**WORKING CONDITIONS:**

*Environment:*

- School/Playground Environment
- Close contact with school age children

*Physical Abilities:*

- Sufficient vision to read material with or without vision aides;
- Sufficient hearing to conduct in-person conversations with students, teachers and parents;
- Sufficient voice volume to be heard at normal conversational distances;
- Ability to stand for long periods of time;
- Physical, mental and emotional stamina to endure stressful conditions.

**Salary: Current California Minimum Wage / hours may vary**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

***Approved: 04-19-2009***