



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Kindergarten Assistant (Title I Schools)**

Position Type: Classified	Department: School
Salary Schedule: Classified	Reports to: Principal
Salary Range: Range 8	
Term of Employment: 9 months	Date: June 29, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists with kindergarten students in maintaining an orderly and safe lunch room. Interrelates with and supervises students; takes preventative and disciplinary measures as directed; maintains an environment which protects persons and property.

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.

ESSENTIAL FUNCTIONS:

- Accompanies children to and from lunch each day.
- Prepares kindergarten students for lunch by supervising hand washing and toileting.
- Supervises kindergarten students according to a prescribed plan as directed; maintains order and discipline in lunch lines, cafeteria and specified areas of the campus.
- Observes, organizes and monitors kindergarten students' play activities.
- Instructs and monitors kindergarten students in the use and care of playground equipment in order to prevent injuries and damage.
- Maintains positive relationships with students and staff; models appropriate adult behavior; maintains a positive, cordial relaxed environment.
- Enforces school and district policies and rules governing students.
- Protects student safety and health by dealing with and/or reporting situations; addresses student injuries according to a prescribed plan.
- Works cooperatively with the monitor team to provide a safe, positive environment for students.

- Confers with supervisor by presenting and aiding in the resolutions of difficult problems or questions, discussing plans and actions to be taken, making appropriate decisions.
- Attends staff meetings as requested.
- Communicates with facility renters, school, and district staff regarding invoices, payments or solutions to problems.
- Attends staff meetings as required.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.