



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 35-2024/25
DOCUMENT NO. 35-2024/25
DATED: 02/19/2025

CAFETERIA/PLAYGROUND AIDE

DEPARTMENT/SITE: School Site

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 4

WORK CALENDAR: 201 Days

REPORTS TO: Site Principal

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Site Principal, the Cafeteria/Playground Aide will maintain a positive environment through safe and efficient supervision of school activities. The Cafeteria/Playground Aide will perform a variety of assignments, monitoring and overseeing students in the cafeteria, lunch areas, restrooms, playgrounds, school hallways, nutrition breaks or other non-instructional times; intercedes in potentially harmful situations in accord with schools' procedures and do other related work as required. The incumbents in this classification provide the school community with student oversight and care which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this classification oversee students during non-instructional time, assisting in providing for a safe environment. This class differs from the School Safety Officer class which provides campus security for the full school day.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Actively supervise activities of students during outdoor activities, including clean-up activities.
- Assists in general welfare and safety of students; reports accidents and hazardous conditions immediately.
- Assists in guiding students in development of desirable and acceptable social skills and habits.
- Assists with accounting of school materials, supplies, and sports equipment as assigned.
- Encourages good bus/playground/cafeteria standards and behaviors and assisting in solving problems between students.
- Encourages healthy attitudes towards other adults in authority.
Models personal and professional values of equity, integrity, caring, collaboration, personal and collective accountability.
- Observes noon games/activities and consistently encourages following of correct rules and organization of games to help establish habits of fair play in order to enjoy wholesome recreation activities.
- Promptly reports suspicious or concerning behavior to site administration.
- Routes visitors without visitor's pass to the school office.
- Supervises students in cafeteria, on playground, at bus stops, in halls, corridors, lavatories, and designated crosswalks to observe student activities to ensure safe and appropriate behavior.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Child behavior and stages of development
- Appropriate laws
- School safety procedures
- District policies and procedures

Skills and Abilities to:

- Enjoy working with children and show patience and respect
- Solve problems effectively
- Be reliable and prompt
- Recognize signs of danger to school property and on campus
- Follow oral and written instructions
- Exercise good judgment, neatness, integrity, and punctuality
- Work and communicate effectively with staff as part of a team, and students and the community
- Respect confidential matters
- Contribute to successful fulfillment of the District's mission
- Learn and appropriately apply District policies and procedures and other regulations related to the position
- Learn and apply current technology to assigned duties

RESPONSIBILITY:

Responsibilities include working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Six (6) months of work experience in a school or youth organization; preferably experience working with children of various age groups.

LICENSE(S) REQUIRED:

CPR/ First Aid certificates

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam B through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Indoor and outdoor environment with exposure to various temperatures, humidity, dust and dirt. This job is performed in a generally clean and healthy environment, generally requiring walking and standing
- Lifting, carrying, pushing, and/or pulling of objects at lunchtime and on the playground
- Stooping, kneeling, and/or crouching to get to students' level and pick up trash
- Manual dexterity to handle job-related equipment and pick up trash
- Constant interruptions
- Hearing and speaking to exchange information
- Visual acuity to see/read