

**BRIDGES Charter School**  
***Position Description***

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**TITLE:** Yard Duty/Instructional Aide      **REPORTS TO:** Director / Designee

**DEPARTMENT:** School Site      **WORK YEAR:** Pupil Attendance Days

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**GENERAL SUMMARY**

Under the direction of an assigned supervisor or designee, within a broad framework of standard policies and procedures, patrols school grounds, parking lots and building areas to maintain order, security and safety of all school employees, students and property, promotes positive behavior of students and visitors on campus.

**DUTIES AND RESPONSIBILITIES**

- Assists in the security and supervision of students in or around campus buildings, facilities and adjacent areas, including bathrooms and playground; assists and assures student conduct on or around campus according to Bridges Charter School standards.
- Prepares related records including incident reports and related materials, issues tardy slips as appropriate.
- Communicates unauthorized activities or visitors to appropriate personnel.
- Assists with set up of lunch area.
- Performs other various duties as assigned.
- Under the direction of a classroom teacher or designee, assist in providing instruction to whole class, individual, or small groups of regular education or special needs students to excel in reading, writing, and math: monitor and report student progress regarding behavior and performance in a reasonable, timely manner to assist students to achieve their personal best; monitor student safety in and out of the classroom: perform a variety of clerical duties and assigned.
- Provide support to the teacher by setting up work area, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
- Confer with teachers concerning programs and material to meet individual student needs.

- Performs related duties as assigned in an emergency.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Ability to work with students and adults in maintaining order on the campus.
- Ability to implement conflict resolution strategies when needed.
- Understands and applies rules, regulations, procedures and policies.
- Communicates effectively in both oral and written form.
- Uses tact, patience and courtesy.
- Meets the physical requirements necessary to perform the job.
- Establishes and maintains cooperative relationships with those contacted during the performance of required duties, including school personnel, students and parents.
- Maintains regular attendance.
- Possesses knowledge of policies and procedures regarding attendance and appropriate school behavior; child growth and development.

### **PHYSICAL ABILITIES**

Hearing and speaking clearly to exchange information in person and/or on the telephone, sitting or standing for extended periods of time. Must have dexterity of hands and fingers; kneeling, bending at the waist and reaching overhead over the shoulders and horizontally. Ability to lift heavy objects up to 50 pounds. Ability to climb or walk over rough or uneven surfaces.

### **JOB PARTICULARS**

Tools/Equipment/Work Aids when administering first aid - All body fluids shall be handled as if infectious. Disposable waterproof gloves are to be worn. After each use, gloves are disposed of in a lined waste container.

### **OCCUPATIONAL CERTIFICATES/LICENSES**

High school diploma or equivalent.

### **ENVIRONMENT**

Indoor and outdoor environment.

