

## COLLEGE PLACE PUBLIC SCHOOLS

1755 S. College Ave.  
College Place, WA 99324  
(509) 525-4827

**Position:** Duty Aide – Student Management outside of the classroom.

**Responsible to:** Assigned Principal

**Terms:** The terms of employment shall be at the discretion of the superintendent. The position is represented by Educational Service Employees of College Place Collective Bargaining Agreement (ESE of CP CBA). This position is classified as regular part-time.

### **Required knowledge and skills:**

- High School Diploma or its equivalent (GED);
- Aptitude to provide a consistent, safe environment for all students;
- Skill to appropriately physically restrain students as necessary;
- Skill to defuse student anger and resolve conflict;
- Knowledge and experience with technology.

### **Demonstration of required abilities:**

- Capable of lifting ~ 20lbs ~ 5% of the time, ~ 75% of the work day standing, reaching, bending, stooping, walking and handling students, and ~ 20% of the time working from a sitting position;
- Work efficiently and effectively;
- Produce work that is accurate, neat and thorough;
- Be reliable, trustworthy and require minimal supervision;
- Interact and communicate with others in a respectful, courteous and cooperative manner;
- Maintain adaptability by being positive, versatile and flexible;
- Support school rules and District policies and procedures.

**Job Purpose:** Focusing on kids and their learning by providing support and active supervision of students while they are outside of the classroom setting such as, but not limited to, the playground, transition between classes or buildings, in the cafeteria, and at bus loading areas.

### **Essential Job Results:**

1. Support student success by being able to remain calm and respond quickly to developing situations.
2. Promote student safety by providing active supervision which can forestall many problems such as inappropriate and unsafe behavior.

Vision: Focus on kids and their learning

Mission: Prepare kids for the future successes beyond College Place Public Schools

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3. Support the student learning environment by creating an atmosphere where students have opportunities to exercise power of choice and take responsibility for their behavior.
4. Demonstrate the importance of safety by maintaining a safe and orderly environment and following safe work practices.
5. Protect the District by keeping information confidential.
6. Contribute to team efforts by accomplishing related results as needed or requested.

\*\*\* ~ denotes approximation

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Employee's Signature

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Date Received

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