



POSITION OPENING

Playground/Office Assistant

PRIMARY PURPOSE:

The primary purpose of this position is to supervise elementary students during recess and lunch periods and to provide clerical support in an elementary school office.

ESSENTIAL FUNCTIONS*:

1. Supervise students on the playground and, when directed, in other areas of the school campus; monitor student behavior with an emphasis on safety; enforce school rules for student behavior; review school rules with students; mediate and resolve conflict among students.
2. Supervise students in lunch areas as assigned; assist students with opening containers; clean up spills as needed.
3. Provide basic first aid care to students injured on the playground or in cafeteria; alert office staff of serious injuries requiring additional medical attention.
4. Assist students in safely crossing streets and/or entering and exiting school buses.
5. Communicate concerns about student behavior to teachers and principal.
6. Monitor campus for non-authorized individuals; refer visitors to the school office; report individuals who loiter on school grounds to the principal or representative.
7. Report playground emergencies and other concerns to office/administrative staff using two-way radio.
8. Provide clerical assistance in the school office, performing a variety of duties as assigned. Duties may include: answering incoming phone calls, greeting and assisting office visitors, filing, copying documents, maintaining student attendance records, distributing supplies, entering information into computer, and operating intercom.
9. Maintain regular attendance; adhere to board policy and the mutually bargained leave and attendance terms as stated in the collective bargaining agreement.

* The list of essential functions in this job description is not exhaustive and may be supplemented as necessary by determination of an appropriate administrator and Human Resources.

OTHER FUNCTIONS:

10. Other duties consistent with the scope and intent of this job may be assigned at various sites.

WORKING RELATIONSHIPS:

Reports to Elementary Principal. Interacts regularly with other building staff and students. Contacts with individuals outside of the district includes frequent contact with parents and occasional contact with other school visitors.

WORKING CONDITIONS:

The daily work is performed on an elementary school playground, in an office setting, and at various other locations on an elementary school campus. The job incumbent is frequently required to: stand for prolonged periods; be exposed to high noise levels; be exposed to infectious diseases; and work outdoors in inclement weather. The incumbent is sometimes required to: lift or carry heavy objects or individuals; physically restrain students; deal with distraught, angry or hostile individuals; and deal with bodily fluids.

QUALIFICATIONS:

Successful job incumbents will demonstrate a level of the knowledge, skills and abilities as listed below.

Education and Experience

High school diploma or equivalent. Experience working with children is preferred.

Required Knowledge, Skills and Abilities

1. Knowledge of secretarial/clerical practices and procedures.
2. Effective oral/written communication skills.
3. Skills in mediation of disputes.
4. Ability to monitor student behavior and enforce school rules.
5. Ability to establish positive rapport with elementary-age students.
6. Ability to communicate with students in a caring and confident manner.
7. Ability to adapt to changing conditions and expectations.
8. Ability to be self-motivated and work with minimal supervision.
9. Ability to establish and maintain effective working relationships with staff, students, and parents.
10. Ability to exhibit good judgment.
11. Ability to operate and trouble-shoot office equipment and machinery including copiers, printers, scanners, facsimile machines, and telephone equipment.

12. Ability to accurately enter data into a computer database.

Licenses/Special Requirements

Current first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) certification required.

FAIR LABOR STANDARDS ACT:

Non-exempt

EVALUATION:

Evaluation responsibilities are assigned to the Elementary Principal.

EMPLOYMENT INFORMATION

Benefits: Consistent with the RESP Agreement.

APPLICATION

Interested candidates should apply online at [http://www.rentonschools.us/Departments/Human Resources](http://www.rentonschools.us/Departments/Human_Resources). All candidates should apply specifically for individual positions to ensure consideration for each opening in which you are interested.

Out of district applicants

In addition to the online application, out of district applicants are required to submit the following:

- 1) Appropriate insert located within the “insert” tab in the online application (insert d).
- 2) A current resume containing a summary of education and work experience.
- 3) At least two current letters of recommendation from employers and/or volunteer work.

In-district applicants

In-district applicants should click on “district employee” within the online system and apply specifically for positions available. In addition, in-district applicants are required to submit the following:

- 1) Appropriate insert located within the “insert” tab in the online application (insert d).
- 2) A current resume containing a summary of education and work experience.
- 3) At least two current letters of recommendation from employers and/or volunteer work.

Our mailing address for supplemental application materials is the Renton School District Human Resources Department, 300 SW 7th Street, Renton, WA 98057. Please call 425-204-2350 if you need assistance. For further information about the Renton School District, please visit our website at www.rentonschools.us.

Applicants selected for hire will be required to provide a social security card for payroll purposes prior to beginning employment.

Verification of identity and United States work authorization must be completed before employment commences. Successful Washington State Patrol check and FBI fingerprint report, in accordance with state law, is required for continued employment.

The Renton School District No. 403 provides equal opportunities in education and employment and does not discriminate on the basis of race, honorably-discharged veteran or military status, religion, sexual orientation, color, national origin, sex, age, marital status, or disability. For specific information contact ADA coordinator Rob Macgregor, Assistant Superintendent Instruction: Learning and Teaching (425) 204-2318, or Title IX coordinator, Paul Apostle, Assistant Superintendent, Human Resources (425) 204-2370.

For information regarding other job openings in the Renton School District, please **visit our website at www.rentonschools.us**.