

West Side Union School District  
WEST SIDE SCHOOL

1201 Felta Road • Healdsburg • California 95448 • 707/433-3923 • Fax 707/433-7341



**Job Description**  
**Yard Duty/Lunch Coordinators**

**Position Summary:** The Yard Duty/Lunch Coordinator supervises students during recess play and lunchtime while upholding the mission and values established by West Side Union School District.

**Pay Rate:** \$12.00 – \$13.11/hr to start, depending on experience

**Responsibilities:**

1. Monitor students in the lunchroom, playground areas, restrooms, classrooms, and other areas; assure student behavior complies with West Side School rules and procedures.
2. Assist in preventing and resolving minor student conflicts on the playground.
3. Carry out school discipline practices; make referral to office in keeping with discipline policy. Utilize Toolbox Program principals when resolving and remediating conflicts.
4. Communicate unauthorized activities and unauthorized visitors to appropriate personnel.
5. Assure students arrive to class in a timely manner and that all equipment is removed from playground areas by students.
6. Collaborate with West Side staff members to improve student behavior; share best practices.
7. Monitor playground and facilities for safety and cleanliness; report concerns to appropriate staff.
8. Perform related duties as assigned.

**Required knowledge, skills, and abilities:**

- Principles and practices of monitoring student behavior
- Oral and written communication skills
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience, and courtesy
- Health and safety regulations

**Minimum Educational level and Experience:**

- High School diploma
- 1+ year working with students as a teacher, teacher intern, teaching assistant, or yard duty/lunch coordinator.