



**East Lyme Public Schools
Position Description**

Position Title:	Lunch/Recess Assistant & Head Lunch/Recess Assistant		
Department:	Instruction		
Reports To:	Building Administrator		
Prepared By:		Date:	
Approved By:	Superintendent	Date:	April 2011

Department:	Regular Education
Reports to:	School Principal or his/her Designee
Benefits:	None

Summary: Supervise students during lunch, recess, and other times as necessary under the supervision of the building principal or his/her designee.

Essential Duties and Responsibilities: *Other duties may be assigned*

The Lunch/Recess Assistant/Head Lunch/Recess Assistant shall:

- Maintain a high level of ethical behavior and confidentiality of information about students/staff.
- Possess the ability to work independently as well as a member of a team.
- Reinforce specific behavior patterns.
- Ensure the safety of the students.
- Establish, as fully as possible, a supportive relationship with the student(s) while maintaining the role as an authority figure.
- Remain student-focused, maintaining a caring, safe, developmentally **appropriate** environment.
- Establish a positive, appropriate rapport with students as socially and age appropriate.
- Alert appropriate staff to any problem or special information about individual students.
- Be punctual and consistent in meeting daily time schedules throughout the school year.
- Work effectively and cooperatively with other staff members.
- Perform such other duties as may be assigned.
- Head School Aide will supervise and schedule school aides.
- Head School Aide will secure substitutes for district school aides.

Supervisory Responsibilities: Lunch/Recess Assistant supervise Students; Head Lunch/Recess Assistant supervise Students and Lunch/Recess Assistants as determined by the principal or his/her designee.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: Minimum Requirements: High school diploma, general education degree (GED) or equivalent as determined by the Superintendent or his/her designee.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to apply common-sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities: Previous work in childcare. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is regularly required to stand, walk, climb or balance, and stoop, kneel, or crouch. The employee may occasionally lift and/or move up to 50 pounds. The employee must be able to push items of 50 pounds such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is often loud but at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being, and work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

