



Office of Human Resources

248.203.3028 • Fax: 248.203.3037

31301 Evergreen Road, Beverly Hills, MI 48025

VACANCY ANNOUNCEMENT

POSITION: Noon Aide

LOCATION: All elementary buildings

SALARY: \$13.00/hr

POSTING DATE: November 8, 2023

DEADLINE: Until Filled

SCHEDULE: Part-time, 2-3 hours per day

START DATE: Arranged by building

SUMMARY

Under the supervision and direction of the site principal/designee, the Cafeteria/Playground Noon Aide monitors and supervises students eating in the cafeteria and/or provides consistent day-to-day care and supervision of children on the playground and in the cafeteria.

DUTIES

- Supervises students eating in the cafeteria and ensuring that school rules regarding lunch protocols are followed
- Assists younger students with lunches, opening food and drink packets
- Supervises students as they enter and leave the cafeteria by ensuring that they line up single file when entering the cafeteria and going through the food line, are quiet and orderly while in line, walk to and from the cafeteria in an orderly fashion, and that students in the lunch line move through the line as quickly as possible
- Cleans tables/benches and wipes up any excess food or drink spills; encourages students to clean up after themselves; wipes up excess food or drink spilled on floor
- Monitors students awaiting pick-up; escorts students to office when not picked up
- Supervises students or games during lunch recess; learns and applies safety principles for student activities according to District policy and procedure; learns and applies first aid and emergency procedures; brings out and return ball / play equipment; ensures safety of children from unauthorized intruders on campus; and performs other duties as assigned by Principals and Cafeteria Manager
- Provides assistance to staff in supporting behavior management of students and, when necessary, writes referrals; assists parents who may be present in cafeteria or on playground
- Provides supervision and assistance to students on campus, as directed by Principal or assigned teacher; patrols the school yard; checks bathrooms; distributes hall passes
- Assist teachers with work (copying, laminating, etc)
- Performs additional related duties as assigned

BIRMINGHAM PUBLIC SCHOOLS STATEMENT OF NON DISCRIMINATION

NOTICE OF The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Executive Director of Specialized Instruction and Student Services, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Direct all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000.

REQUIREMENTS

- Outstanding interpersonal skills and the ability to use tact, patience and courtesy
- Strong verbal communication skills
- Ability to complete basic cleaning duties
- Follow district and school policies and procedures as they apply to student lunch and recess periods
- Understand and carry out verbal and written directions in an efficient manner
- Plan and organize work; meet schedules and deadlines
- Adhere to safe practices in cafeteria and playground activities
- Use judgment in observing and appropriately addressing student behavior issues
- Establish and maintain cooperative and effective working relationships with others; communicate with, and obtain the respect and trust of, children

EDUCATION AND EXPERIENCE:

- Minimum of high school diploma
- Previous experience working with children in a school setting preferred
- First Aid and CPR classes recommended
- Will be required to complete district on-line training and in-service training for playground safety

ENVIRONMENT AND PHYSICAL DEMANDS

- Playground and cafeteria environment, including working outdoors in various weather conditions
- Ability to stand and/or walk 90-100% of the assigned shift
- Visual acuity to monitor students and student activities
- Ability to hear and speak to exchange information, provide directions and address student
- Dexterity of hands and fingers to assist with opening lunches and/or using playground equipment
- Physical agility to lift and carry light objects; bending at the waist, kneeling, crouching and reaching in all directions to assist students
- Ability to perform the essential functions of this position in an efficient fashion

APPLICATION PROCESS

Interested external candidates meeting the above qualifications must complete the online application through the Oakland Human Resources Consortium website by the deadline listed. Candidates should include a resume and cover letter. The posting can be found at [Birmingham Human Resources](#), click on **Employment Opportunities > Open Positions**

Please select the elementary building in which you're interested in working in the answer prompt in the application (Beverly, Bingham Farms, Greenfield, Harlan, Pembroke, Pierce, Quarton, West Maple or open to work in any building)

About the District

Birmingham Public Schools (Michigan) is committed to excellence in education, consistently ranking among the highest achieving school districts in the state. With optimal class sizes, high academic standards, a comprehensive curriculum, and a nurturing environment built on a foundation of Character Education, all students have an advantage. The district of 7,200 students is located in the metro Detroit area. For more information about Birmingham Public Schools, visit www.birmingham.k12.mi.us.