

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

Job Description

TITLE: NOON HOUR SUPERVISOR

QUALIFICATIONS:

1. Valid New Jersey driver's license
2. Demonstrated ability to work successfully with children and adults and sensitivity to cultural diversity
3. Required criminal history background check
4. Proof of U.S. citizenship or legal resident alien status, and proof of New Jersey residency or exemption

REPORTS TO: Building Principal or his/her designee

JOB GOAL: To work as part of a team, to assist the school staff in monitoring welfare of pupils. To ensure, through proper supervision, that a healthy and safe environment be established and maintained for all students during assigned lunch, recess and hall/bathroom monitoring.

PERFORMANCE RESPONSIBILITIES:

Takes

1. Takes adequate measures to ensure the health, safety and welfare of students during assigned periods.
2. Assists the administration and professional staff in implementing district and school rules governing student behavior and conduct.
3. Promotes order within the lunchroom in a fair and just manner.
4. Maintains required written and verbal communication with building administrators, teachers and nurse concerning student illnesses, absences, injuries or discipline related problems.
5. Monitors/supervises pupils on the playground, and other areas of the school premises as assigned.
6. Being aware of pupils on special, cultural, or restricted diets for medical reasons, from information provided by the school.
7. Assisting pupils with cutting up food, pouring liquids etc. where necessary.
8. Encouraging social skills and good table manners, ensuring safety with knives and forks.
9. Organizes students into orderly lines for purchasing food and directs them to assigned tables.
10. Organizes students for orderly disposal of food waste, trays and utensils.
11. Organizes groups for orderly dismissal from the lunchroom.

12. Circulates among the tables during the meal period so as to be available to help children who need assistance and resolve any minor problems that arise.
13. Communicates with students and school staff in a positive and professional manner utilizing appropriate customer service and interpersonal skills.
14. Assists with the cleanliness of the cafeteria.
15. Check attendance for grades that will go outside to play when returning back into building.
16. Monitor the collection of play equipment at the end of the lunch period.
17. Circulates among outside supervisory areas during recess (for K-5 students) to ensure the safety of all students.
18. Direction of pupils to the playground and supervision of their activities and behavior, ensuring their safety and wellbeing, providing emotional support where necessary.
19. Preventing bullying, being aware of changes in friendships, encouraging socializing, play, etc. occasionally participating in games.
20. Modelling positive behavior by speaking calmly to the children at all times.
21. Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather.
22. Occupying pupils in various games and activities.
23. Checking toilet areas regularly to ensure children are not loitering or playing in toilet areas.

KEY DUTIES:

1. Is punctual in duties and maintains regular attendance.
2. Supervises students throughout entire lunch and recess periods until relieved by teacher.
3. Maintains and enforces school rules and procedures for proper student conduct and behavior.
4. Models, supports, promotes positive interactions and encourages appropriate play.
5. Promotes inclusivity of all students.
6. Reports all students accidents or illnesses to building principal (or designee) and nurse immediately upon their occurrence.
7. Familiarizes students with and supervises them in fire drills and other emergency procedures as they apply.
8. Reports to building principal and appropriate teacher (s) all serious infractions of school rules and regulations.

**TERMS OF
EMPLOYMENT:**

1. 10-Month employee, bargaining-unit position, paid hourly and all other terms and conditions of employment as per Collective Bargaining Agreement between Board of Education and Local 74 – United Service Workers Union
2. Persons with mental or physical disabilities are eligible as long as they can perform

the essential functions of the job after reasonable accommodation is made to any known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

3. Position is not eligible for tenure; position is eligible for pension in accordance with the regulations of the New Jersey Public Employee Retirement System (PERS)

EVALUATION:

Performance of this job will be evaluated in accordance with state law, the regulations of the New Jersey Department of Education, and the provisions of applicable Board Policies and Regulations on evaluation of non-certified staff.

PROPOSED: 6/21/2022

ADOPTED: 6/28/2022

REVISED:

LEGAL REFERENCES:

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| <u>N.J.S.A. 18A:6-7.1</u> | Criminal history record |
| <u>N.J.S.A. 18A:16-1</u> | Officers and employees in general |
| <u>N.J.S.A. 18A:16-2</u> | Physical examinations; requirement |
| <u>N.J.A.C. 6A:23A</u> | School District Fiscal Accountability |
| <u>N.J.A.C. 6A:32-6</u> | Requirements of physical examinations |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 *et seq.*