



SCHOOL DISTRICT U-46
JOB DESCRIPTION
NOON HOUR SUPERVISOR

JOB DESCRIPTION REVISION DATE: 12-18-2014

DEPARTMENT / SCHOOL: Elementary Level

REPORTS TO: Building Principal

SUPERVISES: N/A

POSITION GOAL:

Supervise students during lunch period to ensure a safe and orderly lunch/recess period. Assist with set-up and clean-up before and after lunch.

ESSENTIAL FUNCTIONS:

1. Knows and adheres to school policies and procedures.
2. Knows and adheres to the components of the school-wide management plan/PBIS framework.
3. Assists with lunchroom/playground set up and clean up before and after lunch.
4. Facilitates structured play.
5. Ensures a safe and respectful environment during recess, serving lines, while eating and during lunchroom dismissal.
6. Supervises students in assigned areas and implements safety rules and procedures.
7. Assists students in securing trays, food, seating and dismissal.
8. Circulates among students on the playground and in the lunchroom to provide assistance or to resolve minor issues.
9. Helps to maintain discipline on the playground, in the lunchroom and in the hallways.
10. Recognizes and rewards positive behavior.
11. Responds appropriately in stressful situations.
12. Shows consistency with students and good follow-through with discipline and positive reinforcement.
13. Communicates effectively with students and staff.
14. Required to report all student injuries, accidents, illnesses and discipline issues to the appropriate authority immediately, or as soon as reasonably possible.
15. Accepts suggestions in a positive manner and makes needed improvements.
16. Maintains confidentiality of student information in the school and in the community.
17. Other duties as assigned by supervisor.

KNOWLEDGE AND CRITICAL SKILLS:

1. Good verbal communication skills.
2. Patience, cheerfulness, good observational skills.

EXPERIENCE AND EDUCATION:

1. High school diploma or equivalent preferred.
2. Experience in a food services position or school lunchroom preferred.

Comments:



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ENVIRONMENTAL CONDITIONS:

1. Indoors and outdoors in a school environment.
2. Subject to hot, warm, cold, and wet or humid conditions.
3. The noise level is moderate and can sometimes be noisy.

PHYSICAL DEMANDS:

1. Ability to walk and stand for long periods of time.
2. Occasional stooping, bending, and reaching.
3. Ability to lift and/or move up to 50 lbs.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential job functions are subject to modification.

TERMS OF EMPLOYMENT:

Nine month position.
Two hours a day.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support service personnel.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____