



JOB DESCRIPTION
NOON HOUR SUPERVISOR
ELEMENTARY SCHOOLS INSTRUCTION & EQUITY

POSITION GROUP: Non Union

POSITION TITLE: Noon Hour Supervisor

DEPARTMENT: Elementary Schools Instruction & Equity

REPORTS TO: Building Principal

SUPERVISES: N/A

POSITION GOAL(S):

Monitors student movement to and from the classroom, cafeteria, bathroom, and playground during lunch/recess period to ensure a safe and orderly lunch/recess period. Assists with cafeteria/playground set-up and clean-up before and after lunch. Communicates effectively with students and staff. Adheres to school and district policies, procedures, and components of the school-wide management plan/PBIS framework. Maintains confidentiality of student information in the school and in the community.

JOB DUTIES / ACCOUNTABILITIES:

1. Oversees students in assigned areas and facilitates structured play, ensuring compliance with safety rules and procedures.
2. Ensures a safe and respectful environment during meal distribution, eating, at recess, and during cafeteria dismissal.
3. Circulates among students on the playground and in the cafeteria providing assistance when needed.
4. Recognizes and rewards positive behavior in alignment with PBIS.
5. Shows consistency with students and good follow-through with discipline referral and positive reinforcement.
6. Reports all student injuries, accidents, illnesses and discipline issues to the appropriate authority immediately, or as soon as reasonably possible.
7. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:

1. Good verbal communication skills.
2. Experience working with children preferred.

EDUCATION:

1. High School Diploma or equivalent.
2. Bilingual - Spanish/English (written/verbal) preferred.



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PHYSICAL DEMANDS:

1. Ability to walk and stand for long periods of time.
2. Ability to assist in lifting up to 50 lbs. with proper technique.

TERMS OF EMPLOYMENT:

This position is for the current school year only.
Salary and benefits as established by the Board of Education.

EVALUATION:

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

JOB DESCRIPTION CREATION / REVISION DATE: 08/31/2020

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____