



JOB DESCRIPTION

SCHOOL DISTRICT U-46

HUMAN RESOURCES

Position / Title: Noon Hour Supervisor	
Bargaining Unit: NON-UNION	Department/Location: Elementary Schools Instruction and Equity
Calendar Days: 176	Reports To: Building Principal
JD Revision Date: 06/30/2023	Supervises: N/A

Function / Position Summary

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 / Responsibilities

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

Education

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

Experience / Knowledge

- Good verbal communication skills.
- Experience working with children preferred.

Physical Demands

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

Terms of Employment

- This is a school year work year position.
- Salary and benefits as established by the Board of Education.

Employee Signature: _____ **Date:** _____