



EPSD124 Job Description

Lunch Recess Supervisor

GENERAL INFORMATION

<i>TITLE</i>	Lunch Recess Supervisor
<i>DEPARTMENT</i>	Not Applicable
<i>LICENSURE</i>	Not Applicable
<i>ENDORSEMENT</i>	Not Applicable
<i>FLSA STATUS</i>	Non-Exempt
<i>REPORTS TO</i>	Building Principal
<i>SUPERVISORY RESPONSIBILITIES</i>	Not Applicable
<i>PRIOR EXPERIENCE</i>	Not Applicable
<i>EVALUATION</i>	Evaluated by the Building Principal/Assistant Principal

JOB GOAL

To provide assistances to students during the lunch program and supervise students to ensure a positive and safe environment.

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

- Direct movement of students entering and exiting the cafeteria
- Seating at assigned lunch tables
- Monitor execution of student duties – table washing and picking up trash
- Monitor proper student behaviors and manners
- Create seating chart of students for daily attendance and emergencies
- Inform supervisors of district expectations within the lunch program
- Assist supervisor in management of students and lunch program
- Act as a liaison between administration and lunch supervisors
- Monitor proper student behavior and manners
- Monitor alternative lunch site and students.
- Supervise students at playtime and lunchtime and maintain a harmonious atmosphere by encouraging peaceful resolution of conflicts
- Organize group games and activities
- Assume responsibility for play equipment
- Supervise students in their performance of lunchroom clean-up responsibility
- Perform other appropriate duties as assigned by the building administrator

MENTAL DEMANDS

Knowledge

The employee must have foundational knowledge including the ability to read, write and communicate effectively.

Ability

The employee shall support the district in the communication of the district's mission and goals; dialogue with peers; maintain records and prepare reports; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and time lines; plan and organize work independently; learn new methods of management through ongoing professional development; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members.

Education/Preparation

The employee shall possess the equivalent of a high school diploma

Reasoning

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel instructional and technological resources. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The employee shall possess exemplary oral and written communication skills. The employee shall be proficient with technological aspects of the position, including computing software and hardware, as well as video and camera equipment and software. The employee shall use board approved resources and technology. While performing the duties of this job, the employee occasionally works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, library, busses, traffic, construction sites, server rooms, and boiler rooms.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

ADOPTED

