

HOMEWOOD SCHOOL DISTRICT 153 JOB DESCRIPTION

Job Title: Lunchroom/Playground Supervisors
FLSA Status: Non-Exempt
Department: Lunchroom Supervisors and Bus Supervisors
Reports to: Principal/Assistant Principal
Revised: October 19, 2018

Qualifications:

- Be in good health and comply with state and district physical examination requirements
- Be tolerant and receptive to the needs of the children

Job Goal: To assist and supervise children

Performance Responsibilities:

The list below is meant to be illustrative, rather than all inclusive. Accordingly, the list is not meant to be a restriction on the work which can be assigned to an employee.

- Supervise children entering the lunchroom during the period they are served, seated and dismissed
- Supervise lunchroom and playground activities
- Supervise students' classroom activities during the inside lunchroom recess periods
- Inform office personnel in the event of any emergency involving pupils in the building or the playground
- Complete the school accident report form on behalf of any student injured
- Encourage youngsters to finish eating their food prior to leaving the lunchroom; prevent students from taking food out of the cafeteria
- Remind students of playground and cafeteria rules that are posted
- Implement lunchroom and playground rules
- Maintain a pleasant lunchroom atmosphere
- Assume responsibility for students issued passes to use the restroom according to building needs
- Supervise students returning lunch boxes to the classroom
- Alert the school office personnel of any hazardous playground conditions and report unsafe equipment
- Prevent children from using unsafe equipment
- Attend parent conferences with the principal relative to student incident of behavior
- Report to the principal, or designee, a student who has exhibited unsatisfactory behavior
- Assist cafeteria personnel to maintain a good, cleanliness order of the facilities where possible, according to building needs
- Prevent students from using unauthorized equipment on the playground
- Report to the school office personnel immediately any students leaving the school grounds without permission
- Report to the school office personnel immediately any unauthorized person(s) on or near school grounds
- Notify the school office personnel in advance, or as soon as possible, in the event of your absence
- Attend meetings as required by the principal; e.g. in-service, first aid
- Consult with the principal in matters related to student discipline
- Assume responsibility for playground equipment issued by playground supervisor
- Make sure all students have lunch tickets
- Perform such other tasks as may be assigned by the principal

Evaluation: Performance of this job will be formally evaluated annually in accordance with provisions of the board's policy on non-certificated personnel