

Lunch Time Supervisor

Purpose Statement

The job of Lunch Time Supervisor is done for the purpose/s of providing for the safety and welfare of students during non-classroom activities; minimizing the frequency or severity of harmful incidents; and communicating observations and/or incidents that may impact the general well being of students and school personnel.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Building Principal

Essential Functions

- Intervenes in potential emergency situations for the purpose of minimizing disruptions of playground activities and/or injury to involved students.
- Monitors students during assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, cafeteria, etc.) for the purpose of ensuring the safety and welfare of students.
- Reports observations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in playground activities; and adhering to safety practices.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities; safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; and working as part of a team. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; .

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt