



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

Recess/Lunch Supervisors

Primary Function

To provide supervision and ensure safety of students during lunch and/or recess time held inside or outside of the building.

Organizational Relationships

The Recess/Lunch Supervisor reports directly to the Building Principal and/or Assistant Principal

Qualifications

- Must be at least 18 years of age
- High school diploma or equivalent, preferred
- Maintain basic first aid and CPR certification
- Ability to understand and carry out oral and written directions
- Ability to visually supervise students, assess situations for safety concerns
- Ability to exercise sound judgment in making decision regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student and co-worker relationships
- Ability to physically move about the school building and playground as well as to work outside throughout the year in varying weather conditions
- Ability to perform physical activities which may include frequent standing, walking, bending, and/or lifting
- Ability to speak, write, read and understand English
- Fluency in a second language, preferred

Performance Responsibilities

1. Be aware of and implement all site playground and cafeteria/lunchroom rules and regulations.
2. Utilize appropriate disciplinary procedures and techniques in accordance with the school site discipline plan.
3. Supervise and monitor students during assigned playground and/or cafeteria supervision periods.
4. Be aware of and enforce school safety standards at all times.



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

5. Report any unsafe playground or cafeteria conditions, including equipment, to an administrator immediately.
6. Assist students in resolving conflict and promote healthy interactions among students
7. Facilitate & supervise efficient and orderly transitions
8. Establish and maintain a calm, pleasant, and safe atmosphere in the cafeteria
9. Assist with set up and clean up of lunch, and management of recess equipment
10. Circulate among the tables during the meal period so as to be available to help children who need assistance and resolve any minor problems that arise.
11. Organize students for orderly purchase of food and arrival to the cafeteria.
12. Organize students for the disposal of food waste, trays, and utensils, as well as the orderly dismissal from the cafeteria.
13. Assist in the custodial staff in the organization and cleanliness of the lunchroom, including general cleaning and wiping down of tables and chairs.
14. Maintain satisfactory attendance.

Terms of Employment

180 work days. Salary and work year established in accordance with the Agreement between the Board of Education of District 69 and the PSRP.

Evaluation

Performance of this job will be evaluated in accordance with the District 69 PSRP Evaluation Plan and in accordance with the provisions of the PSRP Contract.