

NOON DUTY SUPERVISOR

DEFINITION:

Under the immediate supervision of the School Principal performs a variety of assignments monitoring and overseeing students in cafeterias, lunch areas, restrooms, playgrounds and school hallways or grounds during lunch, nutrition breaks or other non- instructional times; intercedes in potentially harmful situations in accord with schools procedures; and to do related work as required.

EXAMPLES OF DUTIES:

Monitors student behavior during lunch, nutrition breaks, or other non-instructional times; intercedes politely, but firmly, in potentially harmful situations;

Ensures student health, safety, and welfare while maintaining effective control of lunch lines, eating areas, and playground activities;

Observes and ensures school rules and regulations are obeyed and enforced evenhandedly and with proper respect;

Maintains frequent communication with site administration and teachers regarding student behavior; reports special behavior problems using site specific procedures and methods.

SUPERVISION:

Supervision is received from the School Principal or other assigned school staff members. Supervision is exercised over students in accord within established guidelines.

MINIMUM QUALIFICATIONS:

Knowledge of:

School age child behavior;
Acceptable conflict resolution techniques;
Basic childrens= playground activities or games;

Ability to:

Work effectively without close supervision;
Understand and apply rules and regulations of acceptable student behavior while on school grounds;
Maintain acceptable standards of and use good judgement in dealing with student behavior;
Communicate effectively with students, teachers, administrators and parents;
Establish and maintain respectful and cooperative working relationships with students, teachers, administrators and parents.

EXPERIENCE:

Experience in working with school age children is desired.

EDUCATION:

No specific education is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The job requires predominately standing, walking and physical agility sufficient to move about on both hard, soft and uneven surfaces and deal with student situations quickly; visual acuity sufficient to see and observe student behavior on playgrounds and throughout the school; speech and vocal capability sufficient to be heard by students in a noisy outdoor environment; hearing sufficient to be able to tell when a student is in trouble, being disruptive, or needs help.

The working environment is mostly out-of-doors exposed to sunlight, wind and weather elements found in a Southern California beach community. Frequent exposure to noise generated by students involved in playground activities.

Revised-Fall 2000, RWL