



Romoland School District

JOB DESCRIPTION **NOON DUTY SUPERVISOR**

Definition

Under general supervision of the principal or assistant principal, to supervise students and maintain order on the playground, lunch areas, walkways, restrooms, and other areas of a school campus as required; to do other related work as required.

Examples of Duties and Responsibilities

Observes and directs students while actively circulating on the playground and in the lunch area; maintains a harmonious atmosphere on the playground; intervenes in situations as needed; reports all problems and accidents to the principal or assistant principal and completes accident reports as they occur; communicates standards of behavior and takes disciplinary measures to enforce them; cleans lunch area and tables after lunch periods; completes other related duties as assigned.

Minimum Qualifications

Knowledge of: The general needs and behaviors of children.

Ability to: Meet the physical, mental and environmental demands of position; walk vigorously and visibly during lunch and play sessions; use sound judgment in stressful situations; work effectively with K-8 students in a multi-ethnic setting; supervise K-8 students; understand and follow oral and written instructions; work with a minimum of supervision; deal with problems firmly and fairly as soon as they arise; perform tasks in a safe and efficient manner so as not to cause a risk to the health and safety of self and others; establish and maintain effective working relationships with students and staff.

Education and Experience:

High school education preferably with a diploma or equivalent; past experience in working with school age children is highly desirable.

Basic Requirements: Proof of TB clearance required every four years; fingerprint clearance by the California Department of Justice.

Employment Status: Bargaining unit position/agency shop.

Physical Demands And Working Conditions:

- Visual ability to read handwritten or typed documents. *E*
- Vision which allows accurate observation from a distance. *E*
- Able to conduct verbal conversation. *E*
- Able to hear normal range verbal conversation (approximately 60 decibels). *E*
- Able to sit, stand, stoop, kneel, and bend. *E*
- Able to walk for sustained periods of time. *E*
- Able to kneel or squat for extended periods of time. *E*
- Able to climb slopes, stairs, steps, ramps and ladders. *E*
- Able to demonstrate manual dexterity necessary to clean lunch tables. *E*
- Able to lift up to 35 pounds frequently, and 50 pounds occasionally.
- Able to carry up to 35 pounds frequently, and 50 pounds occasionally.
- Able to push and pull objects weighing up to 35 pounds.
- Able to sustain strenuous manual labor for 1.5 hours.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions. Essential physical requirements, which the candidate must possess, are indicated with an "*E*".