

CLASSIFIED JOB DESCRIPTION

NOON DUTY SUPERVISOR

JOB SUMMARY:

Under the general supervision of the principal, Noon Duty Supervisors are charged with the responsibility of supervising elementary school children for the purpose of providing for the safety and welfare of students during non-instructional activities in the cafeteria, lunch area, hallways, restrooms, bus area, and on the playground. This includes providing the children with the necessary guidance to ensure safe, active, and wholesome recreational activities.

ESSENTIAL JOB FUNCTIONS:

- Monitors students before and after school as well as during the lunch period for the purpose of ensuring student compliance with established policies.
- Organizes students into orderly lines and directs students to assigned tables.
- Circulates among the tables during the lunch period for the purpose of providing a clean and healthy environment for students.
- Cleans and disinfects tables, assists in keeping debris off the floor and under tables, and wiping spills.
- Releases children to return food trays.
- Releases children to the playground.
- Monitors students on the playground and remains alert to conditions of safety by keeping students in range of vision, and circulating around the area as needed.
- Maintains two-way radio contact with other Noon Duty Supervisors and the school office to properly communicate student needs.
- Assists in the basic first aid of students injured in the lunch area, playground, hallways, and restrooms.
- Encourages and promotes courtesy among children while observing that safety rules are obeyed by all students.
- Encourages students to learn to play cooperatively with others and to participate in wholesome recreational activities.
- Reports incidents including, student altercations, behavior problems, accidents/injuries, and rule violations to appropriate site personnel.
- Assists children while waiting for their bus, and assuring children are loading the appropriate bus.
- Organizes students into orderly lines while waiting for their bus.
- Provides childcare services for parent meetings on site or at the District office.
- Other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- High school diploma or GED required.
- Knowledge of student behavior and characteristics.
- Methods of supervision and motivating students.
- Ability to communicate effectively with students.
- Act quickly with mature judgment.

NOON DUTY SUPERVISOR

Page 2

- To be at least 18 years of age.
- To be in good health and free from active tuberculosis.
- CPR and First Aid Certified.

Classified Salary Schedule: Range 15

BOARD APPROVED: 07/11/18

REVISION DATES: 12/15/21

01/01/22

07/17/23

08/09/2023