

JOB DESCRIPTION

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JOB TITLE: LEAD CAFETERIA MONITOR

REPORTS TO: Building Principal

SUPERVISES: Cafeteria Monitors and students, under the authority of the Principal

NATURE AND SCOPE OF JOB:

Provides leadership for Cafeteria Monitors and assists the professional staff with establishing and maintaining a calm and pleasant atmosphere with the supervision of students in the cafeteria and on the playground at lunch time.

QUALIFICATIONS:

The Lead Cafeteria Monitor shall:

1. Have the ability to read and write.
2. Have earned a High School Diploma or GED.
3. Have excellent integrity and demonstrate good moral character and initiative.
4. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
5. Demonstrate the ability to communicate effectively in English, using proper grammar and vocabulary.
6. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
7. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education.
8. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.
9. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4.
10. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.

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2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Lead Cafeteria Monitor shall be employed under the following terms:

1. Work seven hours per day usually from 8:00 a.m. to 3:00 p.m. (but may vary) for a work year of ten months.
2. Salary at a rate set by the Board of Education with full medical benefits after 60 days of employment. Coverage for vision, prescription and dental insurance after the first day of the fourth year of employment.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Lead Cafeteria Monitor shall:

1. Provide leadership for Cafeteria Monitors.
2. Supervise Cafeteria Monitors to assure that the cafeteria is a safe and orderly environment.
3. Assist the professional staff with supervision of students to and from the cafeteria, in the cafeteria, and on the playground, ensuring orderly, appropriate, and safe behavior.
4. Follow established guidelines for cafeteria behavior and for discipline of students, using positive motivational techniques. Never leave students unattended or unsupervised.
5. Assist students with proper eating habits and social graces at meal time. Assist in developing and maintaining a friendly and relaxed atmosphere. Assist younger students with the use of eating utensils as needed.
6. Circulate among students to assist with any problems that may arise.
7. Assist with organizing students for movement in and out of the cafeteria, playground, and on serving lines.
8. Assist students with the cleanup of tables. Maintain a clean and attractive cafeteria.

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9. Inform professional staff immediately of any disciplinary problems beyond the control of the Monitor.
10. Notify and assist the certificated staff, building administration and appropriate emergency personnel of any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils.
11. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
12. Participate in appropriate in-service, workshop programs and attend any required meetings.
13. Protect confidentiality of records, information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
14. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
15. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
16. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Principal and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.

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6. Reach with hands and arms and use hands and fingers to handle objects, operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Building Principal shall evaluate the Lead Cafeteria Monitor in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.


Approved


Date