MERCED CITY SCHOOL DISTRICT

CLASS TITLE: NOON SUPERVISOR

BASIC FUNCTION:

The noon duty supervisor, under the direct supervision of the Site Administrator, assists the school staff in the safety and wellbeing of students during lunch time eating and playground activity. Students will be able to safely enjoy group interaction and exercise with meaningful playground and lunch room supervision.

REPRESENTATIVE DUTIES:

Supervises cafeteria, playground, and other areas as assigned, with attention to the health, safety, and conduct of students.

Helps to organize and to supervise noon play activities to develop good habits of sportsmanship.

Maintains a firm but respectful and courteous attitude toward students.

Reports all faulty playground equipment to the school office.

Handles and appropriately refers accidents involving students.

Encourages children to observe fundamental courtesies, practice good eating habits, leave immediate eating area neat and clean, be orderly in going to and from eating area.

Assists children to observe all school safety rules, participate in wholesome recreational play activities, observe all rules of games, and learn to play with others in a social group.

Assists students in resolving minor conflicts on the playground.

Reports unauthorized activities and unauthorized persons on school grounds to the appropriate authority.

Assists with the preparation and signing of accident reports if children are injured.

In the event of an emergency, accepts responsibility of assigned tasks according to the site safety plan.

Performs related duties as required.

The employee is to adhere to federal and state regulations, board policies, and related administrative regulations which pertain to the particular assignment, especially mandated reporting responsibilities and confidentiality of student information.

The noon supervisor is under the direct supervision of the principal/designee. Exercises no supervision of other employees. No corporal punishment may be administered by noon supervisors. The principal/designee shall evaluate the work of the noon supervisor.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:
Basic awareness of recreational activities and techniques in working with children.
Safety rules and habits.
Health regulations and safe working methods and procedures.
Proper lifting techniques.
District policies, rules and regulations.

ABILITY TO:
Relate and work well with children; organize play activities with a minimum of supervision; establish warm and friendly relationships with students and staff.
Understand, implement, and give oral and written direction in English.
Communicate effectively with a wide variety of personalities.
Observe health and safety regulations.
Maintain cooperative relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:
Completion of the twelfth grade or some equivalent combination of education and experience; no experience required.

WORKIND CONDITIONS:
ENVIRONMENT: Subject to inside and outside environmental conditions and moderate noise level.

PHYSICAL ABILITIES: While performing the duties of the job, the employee is regularly required to stand, walk, talk, and/or hear. The employee is occasionally required to use fine finger dexterity; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 50 pounds. Work conditions may include exposure to fumes, dust, odors, cleaning agents, and chemicals. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

This position complies with the rules and regulations of the Americans with Disabilities Act (ADA).

Legal Reference: California Education Code, Sections 45103, 45109
Policy Adopted: October 10, 1977
Policy Revised: March 3, 1981
Policy Revised: June, 27, 2017