



LEAD NOON SUPERVISOR JOB DESCRIPTION

JOB SUMMARY:

Under the direction of the site principal or designee, the Lead Noon Supervisor provides supervision of students and serves as a site lead for Noon Supervisors. This role supports coordination, communication, and consistency in supervision practices across campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform all duties of a Noon Supervisor
- Serve as the primary point of contact for Noon Supervisors during assigned shifts
- Support scheduling, assignments, and coverage for supervision areas
- Model effective supervision, student engagement, and behavior management strategies
- Provide guidance and on-the-job support to Noon Supervisors
- Assist in training new Noon Supervisors
- Communicate regularly with administration regarding student behavior, safety concerns, and supervision needs
- Help ensure consistency in implementing school rules and discipline practices
- Assist in organizing equipment, materials, and supervision systems
- Support incident documentation and follow-up as needed
- Promote a positive, inclusive, and safe school climate
- Attend District meetings and /or staff development for Lead Noon Supervisors
- Perform other related duties as assigned

QUALIFICATIONS:

Knowledge of:

- Basic first aid and safety practices
- Child development basics and age-appropriate supervision strategies
- District discipline policies and behavior expectations
- Leadership and team coordination practices
- Conflict resolution and student behavior support strategies

Ability to:

- Lead and support a team effectively
- Communicate clearly with staff, students, and administration

- Problem-solve and make sound decisions in real time
- De-escalate conflicts and guide others in doing so
- Organize and prioritize multiple responsibilities
- Work independently and collaboratively as part of a team
- Maintain regular and consistent attendance
- Demonstrate flexibility and adaptability when routines, duties, or the work environment change

Education and Experience:

- Prior experience as a Noon Supervisor or in a similar student supervision role
- Demonstrated leadership or mentoring experience

WORKING CONDITIONS:

Environment:

- Primarily outdoors in varying weather conditions
- Moderate noise levels typical of school playgrounds and cafeterias

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stand and walk for extended periods
- Use hands to handle objects and equipment
- Occasionally lift or move up to 50 pounds
- Perform movements such as bending, stooping, and reaching

OTHER:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview, and/or work sample) for the job class with a satisfactory score.
- Criminal Justice and FBI Fingerprint Clearance.
- Tuberculosis Clearance (Negative TB test result plus periodic post-employment retest as required).
- Pre-employment physical exam and drug screening clearance.

Range: 5.5

Board Approved: 06/09/2026