



NOON SUPERVISOR JOB DESCRIPTION

JOB SUMMARY:

Under the direction of the site principal or designee, the Noon Supervisor is responsible for maintaining a safe, respectful, and inclusive environment for students during lunch and recess periods. This includes active supervision, promoting positive student behavior, and supporting school-wide expectations

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise students during lunch, recess, transitions, and indoor activities (e.g., rainy day schedules)
- Ensure student safety by maintaining active visibility and scanning assigned areas
- Promote positive behavior using the school's discipline framework (e.g., PBIS, restorative practices)
- Intervene appropriately in conflicts and support students in resolving issues respectfully
- Enforce school rules consistently in eating areas, playgrounds, hallways, and restrooms
- Monitor and manage playground equipment, including distribution and collection
- Respond to minor injuries and seek assistance for more serious incidents
- Communicate concerns, incidents, or unsafe conditions to administration promptly
- Build positive relationships with students and serve as a role model
- Support inclusive practices and ensure equitable supervision of all students
- Follow all district safety protocols and emergency procedures
- 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

Ability to:

- Supervise and manage groups of students effectively
- Communicate clearly and respectfully with students and staff
- Follow oral and written instructions

- Remain calm and respond appropriately in emergencies
- 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:

- 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

Board Approved: 06/09/2026