

Casey-Westfield School District C-4 Job Description

JOB TITLE:	Noon Supervisor
DEPARTMENT:	Educational Support Staff
LOCATION:	School Building/Cafeteria/Playground
REPORTS TO:	Building Principal
EVALUATION:	Evaluation will be conducted by the Building Principal
EMPLOYMENT:	One hundred seventy-three (173) pupil attendance days plus eleven (11) holidays for a total of one hundred eighty-four (184) days. Four (4) hours per day.
VACATION:	None
APPROVED:	September 22, 2003

SUMMARY: To provide assistance for children during the lunch program. This person must supervise children to insure a positive safe environment for children to eat and enjoy recess time through group interaction and physical exercise.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Supervises students in the cafeteria, halls, restrooms, and/or playground maintaining a harmonious atmosphere by encouraging peaceful resolution of conflicts.
- Directs movement of groups in a safe and organized manner.
- Assists in lunchroom clean-up.
- Reports any misconduct and/or accidents to the Building Principal.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

The employee supervises students during the lunch program and is directly responsible for their safety and well-being.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School diploma or GED.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and

concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee will frequently walk and stand. Occasionally the employee will sit while performing the duties of this job. The specific vision requirements of the job include good depth perception and the ability to read written or typed information.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will occasionally work inside and essentially must be able to work outside for recess period. The employee must be able to work with the public and other workers. The noise level in the environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.