

**LUNCH/PLAYGROUND SUPERVISOR**

500.41

**REPORTS TO:**

Principal

**GENERAL SUMMARY OF POSITION:**

To supervise students during lunch and recess.

**DUTIES AND RESPONSIBILITIES:**

The duties described below are key duties that this position may be asked to perform. Other duties may be assigned.

1. Supervise students inside and outside of the building during lunch and recess.
2. Monitor student behavior and report issues, incidents or concerns to the Principal.
3. Follow Discipline Policy inside/outside the building.
4. Makes appropriate referrals to the Principal.
5. Maintains appropriate forms and records.
6. Communicates positively with students, staff and parents.

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required at the time of hire or for the continuation of employment.

1. High school diploma or equivalent. Must be computer literate, or have ability to learn quickly. Knowledge of SASI XP computer program desired.
2. Ability to maintain a sense of humor and self control and use a positive, caring, efficient, supportive approach working with a variety of people with requests for information, complaints, etc.
3. Ability to prioritize and implement responsibilities without direction.
4. Knowledge of basic first aid.
5. Ability to read and understand school documents such as district policies and procedures, handbooks, manuals and schedules.
6. Ability to effectively present information and respond to questions from staff, students, parents and the general public.

**Physical and Work Environment**

The physical and work environment described is representative of those that must be met by an employee to successfully perform the functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

**TERMS OF EMPLOYMENT:**

As per contract.