

## LAGRANGE HIGHLANDS SCHOOL DISTRICT 106

**JOB TITLE:** Lunch/Recess Monitors  
**JOB GOAL:** Facilitate the safe and efficient operations of lunchroom and playground procedures.  
**REPORTS TO:** Building Principal  
**QUALIFICATIONS:** Read, understand and follow verbal and written directions.  
Utilize applicable technology to support performance responsibilities.

### **DUTIES AND RESPONSIBILITIES:**

#### **General**

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

#### **Specific**

1. Ensure that all students follow established lunchtime procedures.
2. Maintain the cleanliness of the lunchroom following lunch meal time.
3. Distribute milk to students.
4. Inform the building principal of lunchroom and playground issues.
5. Maintain a safe and positive lunchroom atmosphere.
6. Monitor and maintain the necessary lunchroom supplies.
7. Dismiss and monitor students from the lunchroom to their designated playground/recess area.
8. Correct/redirect inappropriate/unsafe playground behavior.
9. Supervise use of playground/indoor recess equipment.
10. Refer significant concerns to the building principal.
11. Document incidents of inappropriate behavior resulting in injury.
12. Perform other duties as assigned by the building principal.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

#### **EVALUATION:**

Performance in this position will be evaluated at least every two years in accordance with the provisions of the applicable policies of the district.

#### **TERMS OF EMPLOYMENT:**

Salary, benefits, work/days as established by the Board of Education. (At-will employee.)