



## **JOB DESCRIPTION**

**POSITION:** NOON SUPERVISOR, ALL BUILDINGS

**FLSA STATUS:** NON-EXEMPT

**FTE:** .50

**REPORTING RELATIONSHIP:** PRINCIPAL

### **SUMMARY:**

The Noon Supervisor is responsible for supervision of students during their lunch hour. Additionally, the position will assist with wiping down and team-lifting tables between lunches and providing back up clerical support. The position will include working inside and outside the school building.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervises students eating in the cafeteria by ensuring that they sit rather than stand up or kneel on benches while eating, speak in conversational voices without yelling, remain seated while eating and do not wander about; that elementary students raise their hand and remain seated when seeking assistance; and that students sit in designated areas of the cafeteria so no overcrowding of tables occurs.
- Assists younger students with lunches, opening food and drink packets.
- Supervises students as they enter and leave the cafeteria by ensuring that they line up single file when entering the cafeteria and going through the food line, are quiet and orderly while in line, walk to and from the cafeteria in an orderly fashion, and that students in the lunch line move through the line as quickly as possible.
- Potentially ensures salad bar is adequately stocked with food items; provides milk to students as directed by cafeteria staff; cleans milk refrigerator on a weekly basis; breaks down snack bar.
- Cleans tables/benches and wipes up any excess food or drink spills; encourages students to clean up after themselves; wipes up excess food or drink spilled on floor.
- Monitors students waiting pick-up; escorts students to office when not picked up.
- Supervises students or games during lunch recess; learns and applies safety principles for student activities according to District policy and procedures; learns and applies first aid and emergency procedures; brings out and returns all ball/play equipment; ensures safety of children from unauthorized intruders on campus; and performs other duties as assigned by Principals.
- Provides assistance to staff in discipline of students and, when necessary, writes referrals; assists parents who may be present in cafeteria or on playground.
- Provides supervision and assistance to students on campus, as directed by Principal or assigned teacher; patrols the school yard; checks bathrooms; distributes hall passes.
- Keep in confidence all personal, student or personnel records and information.
- Participates in district and school initiatives, adheres to building and district school improvement plans.
- Adheres to, interprets and implements all district policies, administrative guidelines and procedures.
- Conducts behavior to demonstrate collegiality and professionalism.
- Regular and reliable attendance is an essential job function.
- Performs other duties as assigned by the Principal.

**SUPERVISORY RESPONSIBILITIES:**

- Position includes supervisory responsibilities over students.

**QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. 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 equivalent.
- First Aid and CPR classes recommended.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Applicants must satisfactorily pass a criminal background check as defined by the State of Michigan.

**LANGUAGE SKILLS:**

- Ability to effectively present information and respond to questions from all stakeholders.
- Ability to express self clearly, both orally and in writing.
- Ability to read, analyze and interpret information.

**TECHNICAL SKILLS:**

- Ability to utilize District technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the District.
- Ability to use a personal computer (PC) or MAC in a networked environment to utilize the Internet and other electronic communications mechanisms.
- Knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database and presentation software) is required.

**MATHEMATICAL SKILLS:**

- Ability to apply the concepts of basic math, algebra or geometry consistent with the duties of this position.

**REASONING ABILITY:**

- Highly proficient in subject areas of: reasoning, problem solving, organizational dynamics and emotional intelligence.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Exhibit high level of professionalism with the ability to handle confidential information, use good judgment, plan and handle complex projects and maintain a flexible attitude.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

**INTERPERSONAL SKILLS:**

- Ability to build rapport with others and to serve diverse publics.
- Ability to take initiative; work well with others as a collaborative team member and exhibit good communication skills.
- Ability to work effectively and collaboratively with other departments, agencies and individuals.

**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 is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds such as books and material. Specific vision abilities required by this job include close vision, distant vision and the ability to adjust focus. The ability to travel to other buildings is required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

**ENVIRONMENTAL ADAPTABILITY:**

*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.*

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety and well-being of students. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a long period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

**TERMS:**

The contract, salary and other employment conditions will be established by the Superintendent. Further, applicant must agree to fully participate in all relevant training inclusive of or unique to the department assigned and the District.

**FUNCTIONS OF POSITION DESCRIPTION:**

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. Lincoln Consolidated Schools retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This position description is not a contract for employment.

Lincoln Consolidated Schools is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Lincoln Consolidated Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information or any legally protected characteristic, in its programs and activities, including employment opportunities.

"The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District."

