AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**GF PART TIME MONITOR LUNCHROOM PREK HEAD START**			PAY GRADE:	**P/T CHART**
DUTY DAYS:		FLSA STATUS:	**NON-EXEMPT**	DATE REVISED:	**12/17/2025 HC**
FUNDING SOURCE:					

MINIMUM REQUIREMENTS

A high school diploma or equivalent is preferred. Experience working with groups of children or youth is preferred. Must be able to relate to students and adults. CPR/First Aid certification is preferred.

JOB PURPOSE & RESPONSIBILITIES:

Supervises the lunchroom/classroom to allow teachers a duty-free lunch period. The lunchroom monitor will be expected to enforce the rules and policies governing the classroom/lunchroom as established by the classroom teacher and local school administration. The lunchroom monitor will not be expected to administer discipline to students who misbehave but should refer such students to the teacher, teaching assistant, and principal.

SKILL REQUIREMENTS

Must be able to relate to young children and adults.

ESSENTIAL FUNCTIONS

- Maintain a 2:17 ratio in Head Start classroom at all times.
- Assist children with self-care skills (eating, toothbrushing, toileting, naptime routines etc.) as needed
- Enforce the rules and policies that govern both the classroom and the lunchroom as established by the local school administration.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

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. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard Pre-K Classroom and Lunchroom Equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping

Motion: Frequent walking

Lifting: Must be able to lift 30–40 pounds occasionally as part of child supervision and safety protocols.

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Environment: Classroom and Cafeteria settings, regular exposure to noise, work with interruptions

Mental Demands: Maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

Incumbent works under the supervision of a principal or designee. Incumbent will have contact with students, teacher assistants and teachers. Incumbent will have contact with students to monitor, provide instruction, and serve as an appropriate role model.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	