

AVON LAKE CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **LUNCH MONITOR**

File 804

Reports to: Principal

Job Objectives: Supervises students during lunch and noontime recreational periods.

Minimum Qualifications:

- High school diploma or GED.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technological advances and workplace innovations that support job functions.
- Congenial disposition, diplomacy skills, self-directed learning ability are required.
- Valid Ohio Department of Education Permit appropriate for the assignment.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation as defined by law may be made to enable a qualified individual with a disability to perform essential functions.

- Monitors students. Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative procedures.
- Promotes professionalism. Supports community partnerships that enhance district programs.
- Recognizes that students seek opportunities to quietly pursue personal interests. Communicates playground and cafeteria rules. Emphasizes courtesy. Mediates impasses.
- Maintains high standards and upholds the student conduct code. Keeps the principal informed about persistent behavior problems.
- Patrols assigned areas to maintain visibility and student contact. Offers help when students ask or their behavior suggests they need assistance. Avoids being intrusive. Solves student concerns discreetly.
- Encourages social interactions among students. Supports an inclusive educational environment. Supports opportunities for students with disabilities to participate in appropriate peer group activities.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Directs visitors to the office.
- Promotes the proper use and care of school property. Reports student discipline problems, vandalism, and other related concerns.
- Cleans up spills and deals with other conditions that may contribute to an accident.
- Promptly documents all injuries that require medical attention.
- Performs others assigned cafeteria duties (e.g., washing tables, picking up trash, sweeping and/or mopping floors, dispensing condiments, stocking snacks, etc.).
- Takes precautions to ensure safety. Does not leave students unsupervised. Watches for conduct that may indicate a problem. Works with staff to eliminate unacceptable behavior.
- Regularly inspects playground equipment. Immediately reports safety concerns.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities Required:	<p>The following personal characteristics and skills are important for the successful performance of assigned duties.</p> <ul style="list-style-type: none">· Demonstrates professionalism and contributes to a positive work environment.· Performs prescribed activities efficiently with limited supervision.· Accepts responsibility for personal decisions and conduct.· Reacts productively to interruptions and changing conditions.· Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.· Completes paperwork accurately. Verifies and correctly enters information.· Exhibits consistency, resourcefulness, and resilience.· Exercises tact and self-control when dealing with other individuals.· Maintains an acceptable attendance record and is punctual.
Working Conditions:	<p>Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.</p> <ul style="list-style-type: none">· Duties may require lifting, carrying, and moving work-related supplies/equipment.· Duties may require bending, crouching, kneeling, reaching, and standing.· Duties may require working under time constraints to meet deadlines.· Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.· Potential for exposure to blood-borne pathogens and communicable diseases.· Potential for interaction with aggressive, disruptive, and/or unruly individuals.
Performance Evaluation:	<p>Job performance is evaluated according to the policy provisions adopted by the Avon Lake City School District Board of Education.</p> <p>The Avon Lake City School District Board of Education is an equal opportunity employer. This job description summary is subject to modifications in response to funding variables, new technologies, revised operating procedures, productivity factors, and unforeseen events.</p>