



POSITION DESCRIPTION BROOKLYN CENTER COMMUNITY SCHOOLS

Job Title: Lunch and Recess Aide
Assigned Location: Elementary ▾
Immediate Supervisor/ Reports to: Principal ▾ (or designee)
Education: High School Diploma/ GED ▾
License/ Certification: CPR/ First Aid ▾ *Within six (6) months of hire
Type of position: Part-time ▾ FLSA Status: Nonexempt ▾
Workgroup Classification: Support Professionals Contract ▾

PURPOSE
The aide provides assistance for students under the direction and professional guidance of building administration. This position provides general student supervision in a variety of settings and with a variety of scheduled activities for the successful operation of the education program.
KNOWLEDGE/ SKILLS/ ABILITIES
<ul style="list-style-type: none"> • Ability to build strong relationships with young scholars • Ability to understand and follow instructions precisely • Ability to relate and communicate effectively with people of different cultural, ethnic, and socio-economic backgrounds • Ability to establish and maintain effective working relationships with administrators, officials, associates, parents, and the general public • Demonstrated success working effectively in a diverse, collaborative team environment, with skills in promoting cultural inclusiveness • Skilled in resolving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit • Ability to communicate information and ideas effectively, both orally and in written form • Demonstrated ability to successfully work with young children • Skilled in the supervision of students
DUTIES AND RESPONSIBILITIES
<p><i>This list is representative of, but is not a comprehensive listing of all functions and duties performed. Employees are required to be in attendance and prepared to begin work on the specified days and hours. Factors such as regular attendance are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:</i></p> <ul style="list-style-type: none"> • Establishes and builds positive relationships with scholars and acts as a role model for appropriate social skills and behaviors in all situations; Speaks positively to scholars • Establishes positive relationships with students to provide assistance, teach respectful social interaction, and resolve peer conflicts • Provides active supervision; Supervises students in the cafeteria during meals to ensure a safe, supportive, culturally responsive, equitable, and welcoming learning environment • Follows the schedules, protocols, and procedures of lunch and recess • Supervises students during lunch by circulating and providing assistance with safety, management, and clean-up; Models how to open containers • Circulates among students to be available to children who need help or resolve problems that arise • Supports the efficient and orderly means of purchasing lunches/food items from the cafeteria

- Helps students develop proper eating habits in the areas of manners and nutrition; Discourages sharing of food
- Communicates with nutrition staff and nurses when needed to ensure dietary needs are followed
- Observes students not eating lunch and call to the attention of school nurse
- Ensures the cleanliness of tables and surrounding areas by washing tables when students leave the cafeteria
- Assists in establishing, implementing, and supervising orderly disposal of food waste, return of trays, and dismissal from the cafeteria
- Provides for and maintains student safety at all times; Establishes and maintains a safe environment during lunch
- Monitors scholars for medical needs and safety
- Keeps building administration informed of any safety concerns
- Reports safety, sanitary, and fire hazards immediately to supervisor
- Responds to emergency situations (injured students, fights, etc.) for the purpose of resolving immediate safety concerns
- Immediately reports disciplinary and other concerns to the building administrator and/or classroom teacher
- Questions any non-school visitors and refers them to the main office to sign in
- May provide interpreting services for students, parents, and staff
- Has high expectations for student behavior
- Effectively directs movement of elementary students between specialist classes and recess in a safe and orderly fashion
- Actively supervises student activity on the playground
- Assesses playground for security and conditions of equipment and reports concerns to administrators
- Provides playground equipment and assumes responsibility for daily storage after the playground period
- Organizes and supervises games and other recreational activities to promote physical, mental, and social development as approved by the building administration
- Provides assistance for students requiring additional educational guidance
- Evaluates student injuries, determines course of action, performs minor first aid, and completes required paperwork in compliance with District policy(ies)
- Complies with applicable District, state, local, and federal laws, rules, and regulations
- Professionally represents the school and the District in interactions with students, parents, community, and staff
- Comes prepared and on time
- Other duties as assigned

REQUIRED or PREFERRED WORK EXPERIENCE

- Additional education in sign language, child development, education, or related field preferred
- CPR/AED and First Aid Certification encouraged to be obtained within six (6) months of hire

PHYSICAL REQUIREMENTS

- This position **requires**:
 - Must have the ability to perform at a moderate to high pace for extended periods of time
 - Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly
 - Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound
 - Work requires preparing and analyzing written or computer data and observing general surroundings and activities
 - Work occasionally requires exposure to outdoor weather conditions, exposure to bloodborne pathogens, and may be required to wear specialized personal protective equipment and exposure to bodily fluids
 - May be required to wear a mask and other personal protective equipment during a pandemic outbreak
 - Work is generally in a moderately noisy location (e.g. business office, light traffic)

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	67-100% Continuously
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands dexterously (use fingers to handle, feel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop/ crouch or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or Smell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Physical (Lift & Carry):				
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 75 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Last Updated: 10/2024