

JOB INFORMATION

<i>Title:</i>	Paraeducator Non-Instructional Monitor Cafeteria Recess - Centennial S D
<i>FLSA:</i>	Non-Exempt
<i>Terms of Employment:</i>	180 days / Ten Months
<i>Employee Group:</i>	Support / Compensation Agreement
<i>Locations</i>	Buildings
<i>Last Edited On:</i>	6/6/2022

ORGANIZATION

<i>County:</i>	Bucks
<i>Entity:</i>	Centennial S D
<i>Department:</i>	Assigned Department per Organizational Chart
<i>Reports To:</i>	Assigned Administrator

JOB GOAL

To establish and maintain a safe, clean, pleasant, and efficient atmosphere in the school cafeteria and at recess.

ESSENTIAL FUNCTIONS

- Monitors students during assigned mealtimes in the cafeteria and recess. Arrives promptly at the assigned area and ensures students return to their next activity safely and on time. When on duty, observes students' verbal and physical actions to ensure a safe, orderly environment. Patrols assigned areas, in accordance with established procedures and training.
- Helps to ensure the health and safety of students by following and enforcing established school health, safety and conduct rules. Assists students who need help with opening milk cartons and food packages.
- Monitors and maintains a reasonable noise level in the cafeteria. Ensures student behavior toward staff and other students is appropriate. Uses positive reinforcement strategies and other appropriate techniques to assist students in the development of appropriate behavior.
- At the beginning of each meal period, organizes students into orderly lines for purchasing of food, and ensures they are directed to their assigned tables. Encourages students to complete their meal within the allotted lunch period. At the end of each meal period, organizes students for orderly disposal of food waste and return of trays; oversees student groups for orderly dismissal from the lunchroom to attend class. Encourages students to wait in line in an orderly fashion, to complete their meal well within the allotted meal period, to pick up their trash and to leave the cafeteria in an orderly fashion.
- Resolves minor problems between students that may arise using fair but firm strategies. Calls for the principal, counselor, or designated teacher in the event of any argument or physical altercation between students or any incident that appears to be of more than momentary disruption. Treats all students in a fair, impartial, and respectful manner.
- Communicates in a calm, neutral and non-confrontational manner speaking at an appropriate volume and choice of words. Models non discriminatory practices in all activities. Actively participates in the Schoolwide Positive Support Plan, recognizing good behavior of students.
- Follows procedures for proper hand washing and glove usage. Maintains clean conditions in the cafeteria and dining area. Wipes tables between meal periods. Frequently cleans and sanitizes tables reserved for students with allergies with designated cleaners. Cleans and sanitizes tables and seating prior to meals, during meal periods as able, between meal periods and at the end of the workday. Cleans floors of any spills and/or debris in the absence of the building custodian.
- During recess, organizes and directs activities. Ensure that students are using recess and playground equipment in a safe manner. Encourages and promotes positive student behaviors, including good sportsmanship.
- Reads, stays current on and complies with school rules for students and employees. When working with students with disabilities, complies with the provisions of the individualized education program or Section 504 plan. Interacts in a courteous manner with administration, staff and students.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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

<i>Education Level</i>	<i>Education Details</i>	<i>Req</i>	<i>Pref</i>
High School	Diploma	X	

Driver's License

X Valid Driver's License Required

Analytical Demands

Analytical demands are minimal. Work involves closely following verbal or written instructions and/or established procedures.

Supervision

No supervisory duties.

Sensory Abilities

- Visual acuity and auditory acuity.
- Ability to communicate effectively in all aspects of the job.

Temperament

- Must be cooperative, congenial, and service oriented.
- Must be courteous and able to effectively manage job responsibilities.
- Ability to be respectful and empathetic.

Cognitive Ability

- Ability to communicate effectively.
- Ability to exercise good judgment.

Specific Skills

Able to adjust to changes in the work environment.

Workplace Expectations

- Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.

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.

Standard ADA Settings

<i>Standard ADA Selection</i>	X Office Classroom Other(to include Physically Demanding Positions)
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This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Sitting		X			
<input checked="" type="checkbox"/>	Standing				X	
<input checked="" type="checkbox"/>	Walking				X	
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups			X		
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups		X			
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color				X	
<input type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):					
<input type="checkbox"/>	Machines or tools used: Computer:					
<input type="checkbox"/>	Machines or tools used: Telephone					
<input type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)					

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

Working Condition

- Subject to inside environmental conditions
- Subject to outside environmental conditions