

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Playground/Lunchroom Supervisor

Qualifications:

1. High school diploma or equivalent
2. Good human relations and communication skills
3. Reliable transportation
4. Experience working with children 5-12 years of age (preferred)

Reports To: Building Principal or designee

Supervises: N/A

Objective: To help establish and maintain a calm, pleasant, and safe atmosphere during the lunch period

Performance Responsibilities:

- A. Is punctual and attends work daily
- B. Establishes an orderly procedure, in cooperation with administration, to carry out the lunch program at each school (serving of food, disposal of food waste, recess, etc.)
- C. Assists in instructing staff and students as to the cafeteria/recess procedures established within the school
- D. Closely supervises students at all times
- E. Uses appropriate discipline and guidance techniques
- F. Maintains open line of communication with administration and other staff regarding student needs
- G. Assists the cafeteria and custodial staff in cleaning the tables and surrounding areas
- H. Attends all required in-person trainings and completes all mandated online trainings
- I. Completes and submits any required paperwork in a timely manner
- J. Performs other related duties, as assigned

Terms of Employment: Work year, salary, and benefits as established by the Board of Education

Evaluation: Performance will be evaluated by the Building Principal or his/her designee on a continuous basis

FLSA Status: Non-Exempt

Status: Created November 18, 1996
Last Revised January 16, 2019