



EVANSTON/SKOKIE
SCHOOL DISTRICT 65

LUNCHROOM SUPERVISOR

Situated on the shores of Lake Michigan and just north of Chicago, Evanston/Skokie School District 65 is a pre-K through 8th grade public school district serving approximately 6,500 students from the City of Evanston and a small neighboring section of the Village of Skokie. The district represents a wide range of ethnic, economic, racial, and cultural backgrounds and serves a community that not only supports but truly embraces public education. District 65 focuses on educating the “whole child” and is deeply committed to social and emotional learning as well as fostering a safe and supportive school climate for our students.

Working together as a community, we will inspire creativity and prepare each student to achieve academically, grow personally, and contribute positively to a global society.

Job Summary:

The job of Lunchroom Supervisor is done for the purpose/s of directing and assisting children in the lunchroom and on the playground. Lunchroom supervisors are expected to see that students are lined up in an orderly manner and names are checked off according to the school procedures when entering the cafeteria. This job reports to the Principal or designee.

The Lunchroom Supervisor will be held accountable for the following responsibilities:

- Administer first aid assistance using appropriate judgement for the purpose of meeting immediate health care needs.
- Assist with lunchroom procedures (e.g. sanitizing tables, keeping trash off the floors, recycling, and other sustainable efforts, etc.) for the purpose of maintaining a sanitary, safe and more green environment.
- Participate in games and activities for the purpose of encouraging group/team play.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Supervise outside on the playground during good weather and inside in the auditorium gym or other designated area during inclement weather for the purpose of securing the safety of the students.
- Utilize positive and assertive discipline while encouraging safe playground behavior for the purpose of maintaining order and control.
- Actively circulate among students to monitor interactions and proactively address concerns or conflicts.
- Support students in resolving minor conflicts and refer ongoing or serious concerns to school administrators.
- Encourage and participate in structured and unstructured games and activities to promote positive social interaction, teamwork, and inclusion.
- Monitor student behavior during meals, ensuring compliance with school rules and promoting respectful conduct.

In order to be successful and achieve the above responsibilities, the Lunchroom Supervisor



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must possess the following qualifications:

Education Required:

- High school diploma or GED equivalent.

Experience Required:

- Work experience with children is preferred.

Knowledge, Skills, and Abilities:

- **KNOWLEDGE** is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities; safety practices and procedures.
- **SKILLS** are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices.
- **ABILITY** is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific Ability based competencies required to satisfactorily perform the function of the job include: adapting to changing work priorities; communicating with diverse groups; working with frequent interruptions.

DISTRICT EXPECTATIONS: All employees are expected to demonstrate regular and predictable attendance; to support the District's vision, mission, goals, and Strategic Plan; to engage in civility, respect, professionalism, and collaborative teaming; and to maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

NOTE: School Board Policy ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, gender, religion, national origin, marital status, sexual orientation, gender preference, political beliefs, social/family background, disability or age.

PHYSICAL DEMANDS:

Physical Activities: Standing, walking, sitting, handling, keyboarding, talking, and hearing

Lifting Demands: Up to 35 pounds

Reaching Activities: Both dominant and non-dominant hand; overhead.

Environmental Conditions: Noise Intensity 3 moderate