



DAVINCI ACADEMY LUNCH AND RECESS MONITOR/ EDUCATIONAL ASSISTANT JOB DESCRIPTION

Mission

DaVinci Academy of Arts and Science will cultivate a passion for learning through an enriched and individualized approach to education. The DaVinci community will work together to ensure positive character development and build a strong foundation for continuous learning.

POSITION TITLE: Lunch and Recess Monitor/Elementary General Educational Assistant

REPORTS TO: Elementary Principal

POSITION OBJECTIVE: This split role supports elementary classrooms in the morning and afternoon. During lunch and recess this position supervises students in the lunchroom and on our expansive playground and outdoor area. This position provides variety and a chance to interact with students across grade levels. The Educational Assistant role will directly or indirectly assist and support students and teachers in classrooms as it aligns with the mission, vision, and pillars of DaVinci Academy.

PRINCIPAL RESPONSIBILITIES: The responsibilities of the Lunch & Recess Monitor and the Educational Assistant roles may vary based upon specific assignment. Duties may also change at any time based upon administration or teacher examination or reexamination of student or program needs.

The following is a non-inclusive list of responsibilities that may be part of an Educational Assistant's assignment.

- **Support positive student interactions and promote safety while in the lunchroom or on the playground**
 - Rotate the playground and/or supervise assigned area as instructed by the recess lead
 - Interact with students and promote positive student interactions
 - Provide supervision for students who may need to travel back into the building from time to time
 - Support student supervision and clean up after lunch times
- **Support academic, social, and behavioral development for elementary students:**
 - Prepares classroom resources as directed by teachers.
 - Provides individualized or small group support to students with academic needs.
 - Assists teachers in maintaining orderly and attractive instructional

- o areas (e.g., putting up bulletin board displays, storing supplies, etc.).
- o Other duties as assigned to assist the teacher or teaching staff with ongoing instructional programs and school-related activities.
- o Assist with ongoing assessment of individual or small groups of students
- **Minimal expectations of an Educational Assistant:**
 - o Demonstrate knowledge of the curriculum content for classes in which s/he assists
 - o Participate in district trainings and in-services
 - o Be discreet and respectful of confidential information
 - o Work cooperatively with all school personnel
 - o Demonstrate a warm and receptive attitude toward all students
 - o Comply with school district employment policies

Qualifications:

- Education - HS diploma required, two-year degree preferred
- Must be able to effectively communicate with students, staff, administrators, parents, and the community
- Demonstrates excellent oral and written communications skills
- Demonstrated competence working with different learning styles
- Ability to identify, interpret, and follow school policies and procedures]
- Show initiative and function as a self-starter
- Experience as an educational assistant or paraprofessional is preferred
- Physical Demands: While performing the duties of this job, the employee is frequently required to walk within the school building and grounds; the employee is occasionally required to stand for short periods; the employee must occasionally lift and/or move up to 20 pounds; specific vision abilities required include close vision

Position Information:

- Hourly Pay Range: \$17-\$19 per hour
- Duty Days: Modified year round, 175 duty days per year
- Time Off: 4 paid holidays, 3 days of PTO, and 10 days sick time to accrue
- Benefits eligible
- Start Date: August 11th, 2025

DaVinci Academy utilizes the Frontline Recruiting Platform, please visit the site below to apply:

<https://www.applitrack.com/davincicharterschool/onlineapp/default.aspx>