VACANCY NOTICE

POSITION: Noon-Aide
LOCATION: Various Schools
START DATE: ASAP
HOURS: Monday-Friday, 2.5 hours/day
SALARY: $8.25/hour

Qualified applicants should complete an online application at www.district100.com. All current employees must submit an application under “Internal Applicants” within five (5) days of the posting date to be considered for this position. Please notify your current supervisor of your intent to transfer.

Human Resources Department
Belvidere Community Unit School District 100
1201 Fifth Avenue
Belvidere, IL 61008

Posting: November 22, 2019

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status.
Job Description

Position: Noon-Aide (lunchroom/noon recess supervision)

Reports to: Onsite Noon-aide Supervisor w/ student discipline referrals to the Office

Qualifications: High School diploma or equivalent, ability to work well with students and staff; must be able to handle all confidential information in a discrete manner.

Terms of Employment: School year – Up to 2.5 hours per day based on school assignment

Basic Functions: Under the direction of the onsite Noon-aide Supervisor, perform diversified duties as designated below.

Major Duties & Responsibilities:

1. Escort students to the cafeteria
2. Assist students, when necessary, getting to the lunch tables
3. Circulate throughout the cafeteria while assigned classes are in the lunchroom
4. Assess the area of your class at the end of lunch, make sure students have cleaned up, wipe down the tables of your class and escort the students to recess (allow students to finish eating)
5. Decisions on whether recess is inside or outside will be made by the Principal
6. Circulate through the recess area to monitor student interaction
7. Utilize a positive approach to inappropriate student behavior
8. Refer students to the office if the inappropriate behavior escalates and cannot be dealt with