

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Lunchroom/Recess Supervisor	Department: Building
Reports to: Building Principal/Administrative Dean	FLSA Status: Non-Exempt
Band/Grade/Subgrade: A-1-2	Bargaining/Work Unit: MSEA Para
Tier/Lane: Tier 2	Position Last Updated: February 2018

SECTION II: JOB SUMMARY

To supervise students during lunch and recess.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Supervision during lunch and recess</i>
Percent of Time:	100%	

Tasks involved in fulfilling above duty/responsibility:

- Supervises student behavior
- Guides students to appropriate destinations
- Enforces student handbook
- Diffuses student conflict and escort participants to administration
- Reports violations of policy to administration
- Checks bathrooms and restricted areas
- Answers student questions
- Addresses disrespect
- Checks for intruders
- Maintains clean halls
- Greets visitors and escorts them to the office
- Monitors exits
- Cleans tables
- Teaches children how to organize their gear and recycle

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and demonstrate ability to work with students and public
- Ability to use e-mail
- Knowledge of student handbook
- Confidentiality rights of students
- Flexibility and ability to work with students
- Personal dependability
- Thoroughness
- Regular attendance
- Strong communication skills
- Ability to build positive relationships with students and staff
- Conflict resolution skills
- Personal patience
- Ability to stay calm in the face of conflict
- Application of non-coercive discipline strategies
- Ability to support teachers, and administrators
- Attention to detail
- Maintain high standards
- Ability to learn and implement PBIS expectations
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and belief statements of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- None

SECTION VI: EXPERIENCE REQUIREMENTS

- Experience working with school age children

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	F	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	
Walking	F	Up to 25 pounds	F		
Sitting	O	Up to 50 pounds	O		O

Talking in person/on the phone	N	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	F	Up to 100 pounds	N	Moving parts	N
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	F	Noise Levels		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	N	Fumes	N
Stooping (bend at waist)	F	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	O	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	F			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	F	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	C	Varying weather conditions	F
Distinguishing smell	N			Sight	
Distinguishing temperature	N	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	F
Traveling by automobile	N			Looking at computer monitor	O
				Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	F

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.