

# EASTERN CARVER COUNTY SCHOOLS

## Position Description

### SECTION I: GENERAL INFORMATION

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

### SECTION II: JOB SUMMARY

To supervise students during lunch and recess.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

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

**Tasks involved in fulfilling above duty/responsibility:**

- Supervise student behavior
- Guide students to appropriate destinations
- Enforce student handbook
- Diffuse student conflict and escort participants to administration
- Report violations of policy to administration
- Check bathrooms and restricted areas
- Answer student questions
- Address disrespect
- Check for intruders
- Maintain clean halls
- Great visitors and escort to office
- Monitor exits

***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
- 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

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## SECTION VI: EXPERIENCE REQUIREMENTS

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## 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	
<i>Physical</i>		<i>Lifting/Carrying</i>		<i>Exposure to Environ. Conditions</i>	
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	<b>Noise Levels</b>		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		Loud noise (i.e. many children laughing & playing, large earth moving equipment)	C	Extreme heat (non-weather)
Stretching/reaching with hands & Arms	F	Very loud noise (i.e. jack hammer, front row rock concert)		N	Varying weather conditions
Distinguishing smell	N				<b>Sight</b>
Distinguishing temperature	N				Vision for close work/ability to adjust focus
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.**