

East Moline School District #37
Job Description

Title: Playground/ Cafeteria Aide
Qualifications: High School graduate or equivalent
Must be able to be on feet for long period of time
Reports To: Building Principal

BASIC FUNCTION/PURPOSE

The playground/cafeteria aide shall assist in the establishment and maintenance of a safe and orderly environment throughout the noon time. Activities may include assisting students.

PERFORMANCE RESPONSIBILITIES :

- 1.Maintain order in the lunchroom and/or outside on the playground.
- 2.Assist students with various tasks.
- 3.Perform various duties and maintain a high standard of cleanliness.
- 4.Assist students with preparing playground equipment for use during noon recess as needed.
- 5.Supervise/assist students as they are dismissed from lunch tables and prepare for recess.
- 6.Supervise students while at recess. Enforce school rules and maintain safe climate.
- 7.Report hazardous areas and/or equipment to the principal.
- 8.Report disciplinary problems to the principal and/or teacher.
- 9.Supervise students in classroom during noon recess in inclement weather.
- 10.Assist students with storing playground equipment after recess.
- 11.Perform other duties as determined by the building principal.

Term of Employment: 9 Months
Classification: Classified
FLSA: Non-Exempt

Working Conditions: This position includes both indoor and outdoor supervision duties. Working conditions may involve a variety of temperature ranges and weather conditions. This position requires the ability to stand/walk for extended periods of time.

Salary: Placement on the Playground/Cafeteria Aide Salary Schedule

Evaluation: Job performance will be evaluated in accordance to the Board of Education's policy on evaluation of classified staff members.