

Almont Community Schools

Job Description

Lunchroom/Recess Monitor

Qualifications:

High School Graduate or G.E.D.

Personable, able to relate well with others

Demonstrated aptitude for the work to be performed

Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To:

Building Administrator(s)

Job Goal:

To help establish and maintain a calm, orderly, and pleasant atmosphere in the cafeteria and on the playground.

Responsibilities:

Organizing students into orderly lines for purchasing food and seeing that they go to their assigned seats

Organize and direct students while in serving line and eating

Assist students with use of utensils when needed

Organize students for orderly disposal of food wastes, trays and utensils

Organizes and escorts groups for orderly dismissal from the lunchroom

Circulates among the tables during the meal period so as to be available to help children who may need help and to resolve minor problems that arise

Informs the principal immediately of any serious or continual infractions of rules by students

Supervises children in corridors, classroom and/or gym on days when weather prohibits outside recess

Supervises students at playtime and maintains a harmonious atmosphere on the playground

Organizes group games and activities

Assumes responsibility for play equipment

Takes part in in-service training programs as necessary

Directs movement of groups to and from playground

Other duties as assigned by the Principal

Term of Employment:

Wages and work year per contract

Evaluation:

Annual based on performance of assigned duties and established performance objectives

Updated: <date>