



10910 Clarksville Pike • Ellicott City, Maryland 21042 • 410-313-6600 • [www.hcpss.org](http://www.hcpss.org)

## **Lunch/Recess Monitor**

### **DESCRIPTION**

The Lunch/Recess Monitor, in collaboration with school staff, supervises a large group of students in the cafeteria and/or on the playground. The Monitor works within the school system's behavioral policies to maintain cafeteria and playground standards that ensure a safe, orderly, and nurturing environment. The Monitor works under the general supervision of the school administrator or designee. Performance is evaluated periodically.

### **ESSENTIAL JOB FUNCTIONS**

- Monitors the safety of students in a proactive way in the cafeteria, on the playground and when students are using play equipment
- Communicates respectfully, appropriately and effectively with students and staff
- Manages student movement in and out of the cafeteria, on and off the playground, and through the halls
- Monitors students upon arrival and departure in the cafeteria and playground
- Supervises lunch line
- Assists students during lunch
- Ensures student responsibility for clean-up and orderliness
- Strictly adheres to time frame of cafeteria/recess schedule as established by the school
- Sets tone and example for appropriate table manners including appropriate voice, tone and volume
- Meets with administration and members of the cafeteria/recess committee to receive and provide feedback and suggestions
- Implements incentive programs developed by cafeteria/recess committee
- Attends pre and in-service training sessions on large group management
- Knowledge of rules, procedures and standards of the school and school system to ensure safety and order
- Stands for long periods of time and endure extreme temperatures
- Performs other duties as assigned.

## **REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS**

- Ability to interact and communicate effectively with students and staff in a respectful, efficient, effective and cooperative manner
- Ability to respect individual diversity and special needs of children
- Ability to use a proactive approach to problem-solving (problem-anticipation)
- Ability to become familiar with safe use of playground equipment and rules for playground games
- Ability to provide extra and personal attention to students on an individual basis
- Ability to manage large groups of children
- Ability to maintain composure under trying circumstances
- Ability to manage and assist groups of children including pushing equipment, constant walking and standing, etc.

## **MINIMUM EDUCATION, TRAINING, AND EXPERIENCE**

Completion of ninth (9<sup>th</sup>) grade. High school diploma or equivalent (GED) preferred. Verification of education is required.

## **ADDITIONAL DESIRED QUALIFICATIONS**

An eagerness to work with children of all ages  
Experience working with children.

*Equal opportunity employer*