

LAKEVILLE AREA PUBLIC SCHOOLS

POSITION DESCRIPTION

POSITION TITLE:	Noon Supervisor	LOCATOR: (Office Use Only)
DEPARTMENT/BUILDING:	Elementary School Buildings	POSITION CLASSIFICATION: A-1-1
TITLE OF IMMEDIATE SUPERVISOR	Principal/Learning Specialist	BARGAINING UNIT: LEAF
POSITION SUMMARY: To provide assistance for children during the lunch/recess time. This person must supervise children to insure a positive safe environment for children to eat and enjoy recess time. Specific duties will vary between buildings depending on their individual needs.		

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

1. Indoor/Outdoor noon supervision of students
2. Individually responsible for physical safety and emotional behavior of an entire grade level while supervising students on the playground and in the cafeteria. This includes implementing discipline plans when necessary.
3. Be aware of medical conditions and/or food allergies of all students, knowing procedures to handle injury/medical emergencies
4. Handle and resolve daily behavior situations that do not require administration involvement.
5. Assumes responsibility for play equipment. Notifies office when equipment needs repair.
6. Directs movement of groups to and from playground, lunchroom and classrooms in a safe and organized manner.
7. Organizes group games and activities.

POSITION QUALIFICATIONS (Specific training or job experience required before appointment):

1. High School diploma or GED
2. Able to work outdoors in various kinds of weather for 20 – 30 minutes

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand				X
Walk				X
Sit		X		
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms		X		
Climb or balance	X			

Stoop/kneel/crouch/crawl	X			
Talk or hear			X	
Taste or smell			X	
Physical (lift and carry):				
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

DATE: 2/2/07