



January 2020

**Activity Helper
Elementary School(s)
Hours vary depending upon school
Get Paid to Play!**

Note: Individual schools may have slightly different work schedules. The Building Administrator (Principal) hiring you will be able to clarify their school's schedule.

Scope of Responsibilities

Partners with other staff to supervise students during the lunch period both in the dining area and on the playground

Performance Responsibilities

1. Checks Activity Helper Bulletin Board for assignments each day
2. Supervises students in the dining area and/or on playground
3. Checks to see that all trays and debris from group have been removed from tables and placed in the garbage containers, verifies no recess equipment and/or items are left on playground
4. Takes assigned group to area where children are to remain until the lunch period is over.
5. REMAINS WITH STUDENTS AT ALL TIMES and is responsible for their SAFETY
6. Is familiar with the Activity Helper Binder, its contents, and where it is located
7. Attends meetings as scheduled.
8. Performs other duties as assigned

Minimum Qualifications

1. Evidence of effective oral communication skills
2. Evidence of behavior that demonstrates positive role model for students
3. Availability for employment during lunch hours of school year
4. Previous record of good attendance
5. Ability and willingness to follow guidelines

Desirable Qualifications

1. High school diploma
2. Past history of working with elementary students

Please apply online at www.kalamazoopublicschools.com

Posting will remain until positions are filled

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