

## Activity Helpers

**Hours: 11:00 a.m. – 1:00 p.m., Monday - Friday**

**Salary: \$12.00/hour**

**Get Paid to Play!**

### Scope of Responsibilities

In conjunction with the building behavior team, supervise students during lunch and recess.

### Performance Responsibilities

1. Checks Activity Helper Bulletin Board or meets with Lead Activity Helper for assignments each day.
2. Supervises students in building designated eating locations and on the playground (all seasons).
3. Checks to see that all trays and debris from each group have been removed from tables and placed in the garbage containers, verifies no recess equipment and/or personal items are left on the playground.
4. Takes assigned group to the 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. Becomes familiar with the Activity Helper Binder, its contents, and location.
7. Attends meetings as scheduled.
8. Interacts with children each day through play.
9. 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.
6. Ability to play with students.

### Desirable Qualifications

1. High school diploma or equivalent.
2. History of working successfully with elementary students.

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or obtain a paper copy at any of our Elementary Schools.

Please contact the Principal of the Elementary School you are interested in working at  
for more information or to schedule an interview.

<b>Elementary Schools</b>	<b>Principal / Administrator</b>	<b>Main Office Phone Number</b>
Arcadia	Meaghan Timmons	(269) 337-0530
Edison	Julie McDonald	(269) 337-0550
El Sol	Dr. Natalie Wilson	(269) 337-0230
Greenwood	Elizabeth Spaner-Jackson	(269) 337-0560
Indian Prairie	Kelly Corrigan	(269) 337-0590
King Westwood	Dwight Quinn, Jr.	(269) 337-0610
Lincoln	Jeremy Andrick	(269) 337-0640
Milwood	Craig LeSuer	(269) 337-0660
Northeastern	Sylvia Washington	(269) 337-0690
Northglade	ReQwal Duckworth	(269) 337-0700
Parkwood Upjohn	Matt Murray	(269) 337-0720
Prairie Ridge	Joletta Drake	(269) 337-0630
Spring Valley	Heather Misner	(269) 337-0750
Washington	Lanisha Hannah	(269) 337-0770
Winchell	Michael Hughes	(269) 337-0780
Woods Lake	Linda Mitchell	(269) 337-0790
Woodward	Frank Rocco	(269) 337-0810

This posting will remain until all positions are filled.

Kalamazoo Public Schools is an Equal Opportunity Employer.

