

TITLE: Noon Duty

QUALIFICATIONS

1. High school diploma or General Education Degree
2. Demonstrated ability to work with children and adults to perform assigned duties
3. Growth mindset
4. Effective use of de-escalation skills when working with frustrated parents, students, or staff
5. Adept at building capacity and empowering self-efficacy in others
6. Model integrity, authenticity, transparency, responsible leadership, ethical supervision and the highest standard of professionalism.

PRIMARY RESPONSIBILITY TO: Principal

JOB SUMMARY: This position provides supervision of students on the playground and/or in the lunchroom to ensure an orderly, safe, and pleasant atmosphere.

PERFORMANCE RESPONSIBILITIES:

1. Patrols and observes student behavior on the playground during recess and/or in the lunchroom
2. Encourages students to follow building procedures for conflict resolution
3. Maintain a system for orderly food purchase by pupils, disposal of food waste, and return of trays and utensils
4. See that students are seated at their assigned areas
5. Circulate among the tables during the mealtime so as to be available to children who need help and to resolve any minor problems that arise
6. Enforce all school rules
7. Inform the assigned teacher and/or building principal of any serious infractions of discipline rules by students
8. Ensure the cleanliness of tables and surrounding areas
9. Organize groups for orderly dismissal from the cafeteria
10. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservices
11. Seek assistance should emergencies arise
12. Represent the school district in a positive manner
13. Know and follow school district policy and chain of command
14. Perform other duties as assigned
15. Intercedes when student interaction escalates to physical contact or other forms of violence
16. Provides basic first aid, and contacts school officials when emergencies arise
17. Frequently required to stand and walk. Occasionally required to sit, kneel, and crouch.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office. Nine months per year. Work hours to be established by the building principal. Salary to be established by the Board

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non certificated personnel.

Legal Reference: I.C. § 33-512
I.C. § 33-1210

Governance of Schools
Information on Past Job Performance