



LANSING SCHOOL DISTRICT #158
Playground-Lunchroom Supervisor

JOB SUMMARY: District 158 is seeking a hard-working, positive person to supervise students safely and calmly during lunch and recess.

REPORTS TO: Building Principal or Designee

FLSA STATUS: Non-Exempt

DUTIES AND RESPONSIBILITIES: The list below is meant to be illustrative, rather than inclusive. Accordingly, the list is not meant to be restrictive on the work which can be assigned the employee.

- Reports to work on time.
- Demonstrates consistent and reliable attendance.
- Reads and responds to district/building communications in a timely manner and within any explicitly defined deadlines.
- Supervises children and monitors student behavior in a positive manner according to District guidelines: to/from the lunchroom, in hallways, to/from the classroom, to/from the playground, and outside on the playground equipment, blacktop, and fields.
- Supervises children and monitor student behavior in a positive manner and according to District guidelines in the classrooms during indoor recess.
- Communicates inappropriate behavior to teachers and/or administration in a timely manner (orally or in writing) following school processes and procedures.
- Maintains a positive attitude with children while in the lunchroom, the classroom (indoor recess) or on the playground.
- Is vigilant at all times when supervising children in all settings.
- At the end of lunch times: Cleans and disinfects tables and chairs, as needed, collects garbage and prepares lunchroom for the next group of students.
- Participates in in-service training programs as directed by building administrator(s).
- Performs additional duties as assigned by the building administrator(s).

QUALIFICATIONS:

- Ability to safely manage large groups of children and calmly maintain order.
- Ability to comprehend written and spoken English and to speak and write in English.
- Bilingual preferred.

PHYSICAL REQUIREMENTS:

- Prolonged periods of standing and moving throughout the building.

- Standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.
- Bending, standing, and moving for extended periods of time
- Lifting and moving 50 pounds
- Seeing and hearing
- Being outside in various weather conditions for extended periods of time (recess)

The above is a non-exhaustive list of duties. The employee is expected to perform various tasks as necessitated by the changing role within the organization as well as the overall objectives and needs of Lansing School District 158.

Lansing School District #158 is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.