

JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

<u>JOB TITLE:</u>	Playground/Lunchroom Supervisor
<u>REPORTS TO:</u>	Building Principal
<u>REQUIREMENTS:</u>	Willing and able to work with children during lunchtime and recess period An ability to work in a fast-paced environment requiring attention to details An ability to work with various situations that may arise in the normal course of supervising children This position also requires working outside A working knowledge of the Heimlich maneuver, CPR and general knowledge of safety techniques is desired
<u>WORK YEAR:</u>	Approximately 2 hours/day while school is in session

RESPONSIBILITIES/DUTIES

ESSENTIAL JOB FUNCTIONS:

1. Assists children as required, including opening lunches, handing out condiments, restroom visits, etc.
2. Dismisses children for recess and assure timely return inside- assist with coats, mittens, hats, etc.
3. Assists as required in cafeteria (sweeping, wiping tables, etc.)
4. Supervises and monitors children to assure appropriate behavior both inside and out.
5. Reports any inappropriate behavior or situation to the classroom teacher and/or Principal as required.
6. Observes activity to assure safety of children
7. Performs other duties as may be necessary and assigned by the Principal.

PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

TERMS OF EMPLOYMENT

Newly hired employees will be placed on the ESP Salary Scale based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE _____

DATE _____

PRINTED NAME _____