

**School District 89, Maywood-Melrose Park-Broadview
School District 89**

Lunchroom Monitor

THIS JOB DESCRIPTION IS A GUIDELINE AND IS NOT INCLUSIVE OF ALL DUTIES AND RESPONSIBILITIES

- Qualifications:**
- Any combination of education and experience equivalent to completion of high school is required;
 - Such alternatives as the Board of Education may find appropriate and acceptable.
- Reports To:** Principal/Assistant Principal
- Location:** District 89 Elementary School
- Terms of Employment:** 10 months – on student attendance days ONLY
\$15.00 an hour - hours – 7:45 a.m. to 8:30 a.m. and during each schools lunch periods (hours vary per building)
- Job Goal:** To monitor and assist students during breakfast, lunch and during recess to ensure the students health, safety and welfare.
- Duties and Responsibilities:**
- Monitors student behavior by circulating and interacting with students during meals; encouraging students to wait in line in an orderly fashion, to focus on eating with low level talking, exhibit good table manners, to pick up their trash and dispose of it properly and to leave the cafeteria in an orderly fashion;
 - Assists students with opening food packages, milk cartons and provide additional assistance as needed;
 - Interacts with the students during recess to maintain order and ensure that students exit and enter the school building in an orderly fashion;
 - Reports physical confrontations or incidences to appropriate personnel;
 - Reports accidents/injuries to the building administrators/school office;
 - Adheres to the appropriate code of ethics;
 - Models non-discriminatory practices in all activities;
 - Maintains strict confidentiality regarding all matters pertaining to students, parents/guardians, and staff;
 - Performs such other duties and assumes such other responsibilities as may be assigned by the Principal/Assistant Principal.
- Essential Functions:**
- Ability to communicate in an effective manner;
 - Ability to work as part of a team;
 - Ability to work effectively and cooperatively with elementary school age children;
 - Ability to stand, walk, sit, squat, bend, stoop, reach and grasp;
 - Ability to meet daily attendance requirements.
- Evaluation:**
- Performance of this position will be evaluated by the Principal in accordance with the Board’s Policy on “Evaluation of Educational Support Personnel.”