



Non-Instructional Assistant- Lunch

Job Description

Reports to: Assistant Principal:

Location: Wilbur Wright Middle School

Evaluated by: Assistant Principal:

Evaluation period: Annual

Purpose of the Position:

The Non-Instructional Assistant position is responsible for assisting the building administration and staff by helping to assist with supervision of students during all lunch periods.

Responsibilities:

- Supervise students during lunch periods
- Provide supervision of students when scheduled by the building administration
- Supervise students during inside and outside recess
- Clean and sanitize table surfaces during and after lunch periods
- Assist the custodial staff with cleaning spills
- Inform the administration of building issues related to maintenance and security
- Assist with emergency drills
- Build positive relationships with students and staff
- Promote good public relations for the School Corporation and community
- Perform such other duties as may be assigned by the administration

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school diploma or general education degree (GED); one year of related experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to speak effectively with staff and parents.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is regularly required to stand, walk, and talk or hear.

Reasoning Ability:

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Terms of Employment:

Part-time employment of 3 to 4 hours per day

180 days

Wage rate: Starting at \$15.50

Specific hours dependent upon schedule.

Benefits: part-time position, no additional benefits

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout their employment in the Corporation