



CAFETERIA/RECESS MONITOR 20+ Job Description

POSITION SUMMARY:

Supervision of students, as assigned, for recess and lunch time. Effectively manage behavior to maintain a safe lunch and/or recess experience

RESPONSIBILITIES:

- Always ensure safety of students.
- Provide focused and guided supervision of students.
- Use appropriate tone and language when addressing students and listen to student concerns.
- Assist with restroom breaks, cafeteria needs, and other student necessities.
- Monitor hallways and restrooms to ensure safety and appropriate student behavior.
- Monitor the cafeteria and assist with the transition to recess; remain outside with students, security officers, and administrators (administrators may not always be present outside).
- Supervise students during outdoor recess, ensuring safety and addressing behavior concerns.
- Blow the whistle to signal the end of recess when administrators are not present.
- Monitor and assist students during the transition from the field to the front landing for staff pick-up at the end of recess.
- Promote good social relationships between children.
- Always maintain respect for confidential information.
- Interact positively with staff, students, and parents.
- Provide monitoring assistance to teachers as directed.
- Assist with students during school dismissal.

KNOWLEDGE/SKILLS:

- Ability to communicate effectively, both orally and in writing
- Effective, active listening skills
- Ability to work effectively with others
- Organizational and problem-solving skills

QUALIFICATIONS:

- High school diploma
- Experience working with children
- Bilingual in Spanish, Haitian Creole is an asset
- Effective interpersonal skills

Days: Monday – Friday (Up to 20 hours or more per week)
Salary: In accordance with the collective bargaining agreement
Group: A
Bargaining Unit: NFEP
Work Year: August - June (10 Months)
Benefits: Medical, Dental, Vision (Eligibility based on hours worked)

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