

LUNCHROOM/RECESS SUPERVISOR

QUALIFICATIONS: High School diploma
Qualifications as the Board of Education may find appropriate and acceptable

REPORTS TO: Building Principal

PERFORMANCE RESPONSIBILITIES: **(Lunchroom)**

1. Directs pupils in entering and seating in an orderly fashion.
2. Organizes students into orderly lines for receiving lunch and/or milk and sees that they go to their assigned tables.
3. Assists younger students when needed.
4. Organizes students for orderly disposal of food wastes, etc.
5. Organizes groups for orderly dismissal from the lunchroom.
6. Be available to resolve minor problems that arise.
7. Keeps accurate written records of conduct problems.
8. Provides emergency first aid when necessary.
9. Follows all building discipline procedures.
10. Performs other such related tasks as directed by the building principal.

(Recess)

1. Directs movement of groups to and from recess.
2. Supervises students at playtime and maintains a harmonious atmosphere on the playground.
3. Organizes group games and activities.
4. Assumes responsibility for supervision of students and play equipment.
5. Keeps accurate written records of pupils' conduct problems.
6. Provides emergency first-aid when necessary and follows building first-aid procedures and completes reports when applicable.
7. Follows all building discipline procedures in resolving conduct problems.
8. Performs other such related tasks as directed by the building principal.

TERMS OF EMPLOYMENT: 10- month position, part time (approx 3 hours per day). Salary and benefits in accordance with the NPEA IEA/NEA ESP Agreement.

EVALUATION: Performance of this position will be evaluated annually in accordance with the NPEA IEA/NEA ESP Agreement.