HURON VALLEY SCHOOLS

Inspiring and Building Futures,
One Student at a Time

PLEASE POST

Huron Valley Schools is currently accepting applications for the following positions:

Lunch Recess Supervisor Kurtz Elementary #25-12573

POSITION DESCRIPTION

The Lunchroom/Playground Supervisor is responsible for assisting students with their lunchroom needs, assisting in the clean-up of the lunch area. Will also be responsible for supervising students at play.

Location: Kurtz Elementary

Salary: $14.25/hr

Reports To: Office Coordinator

Status: School Year 2025-2026

Start Date: 9/2/2025

Date Posted: 6/30/2025

QUALIFICATIONS:

- Must be flexible and work well with others
- Desire to work with Elementary children

ESSENTIAL FUNCTIONS

- Assist in clean-up of lunch area
- Assist students with lunch related needs
- Supervise students at play

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EDUCATION and/or EXPERIENCE: High School diploma and/or related experience.

LANGUAGE, MATHEMATICAL AND REASONING SKILLS: Ability to speak and write effectively. Ability to apply mathematical concepts to practical situations. Ability to carry out instructions furnished in written or oral format and deal with problems involving several concrete variables in standardized situations.

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 this job, the employee is regularly required to sit, talk, or hear. The employee is occasionally required to stand, walk and reach with hands or arms. Specific vision abilities required by this job include close vision and ability to adjust and focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

METHOD OF APPLICATION

Apply on-line at **hvs.org**

Inquiries should be addressed to:

Sandi Magee
HR Administrative Assistant
2390 South Milford Rd., Highland, MI 48357
248.684.8221
sandra.magee@hvs.org

Jeanette Wenger Chief Human Resource Officer and TitleVI Officer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Huron Valley School district that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.