



October 2, 2025

## **VACANCY ANNOUNCEMENT Noon Supervisor Position**

Applications are being accepted for a **Noon Supervisor** at Eastover Elementary School. This employee will be hired by the district's Third-Party Contractor, EDUStaff, LLC.

**REPORTS TO:** Building Principal

**JOB DESCRIPTION:**

Supervise students during lunch and recess and directly responsible for their safety and well-being as well as all other duties as assigned.

- Noon Supervisor
- Monday – Friday 10:45 am – 1:45 pm - 15 hours per week
- \$15 per hour

This position is subject to change in order to meet the needs of the school, students and the instructional programs. Further, all transfers are subject to the approval of the Assistant Superintendent of Human Resources.

**STARTING DATE:** Immediately

**SUPERVISORY RESPONSIBILITIES:**

Supervise students in the absence of the teacher

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty 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

**LANGUAGE SKILLS:**

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent, and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS AND ABILITIES:**

Ability to work with students in the academic resource program. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of district requirements and Board of Education policies.

**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.

This position supports the lunch recess times each day. The supervisor is in the cafeteria supporting students and overseeing the 20 minutes each grade level has for lunch. Additionally, the supervisor attends recess time and works with the other supervisors to ensure a safe, inclusive environment.

While performing the duties of this job, the employee is regularly required to use hands and arms. Must be able to use hands to finger, handle, or feel objects, tools, or controls. Employee must be able to remain in a stationary position for a period of time. In addition, the employee must occasionally move about the classroom and position self accordingly. Must be able to observe with both close and peripheral vision. The employee needs to be able to detect where a sound is coming from and work in a noisy environment. The employee will frequently assist in physical movement of students. If students with wheelchairs and adaptive equipment and supplies are in the classroom, the employee must frequently lift and/or move up to 10 pounds; the employee must also be able to transport up to 90 pounds.

**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.

The noise level in the work environment is usually moderate to loud. The employee must work with public and other staff, continuously meeting multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**METHOD OF APPLICATION:** All applicants must submit an application at:

**[Oakland Human Resources Consortium](#)**

*The Board of Education is committed to maintaining an educational and work environment that is free from discrimination and harassment based on race, color, national origin, sex (including sexual orientation and gender identity/expression), disability, religion, genetic information, marital status, pregnancy status, or any other legally protected characteristic. The Board has therefore adopted anti-discrimination and anti-harassment policies that prohibit discrimination and harassment by Board members, School District employees, students, contractors, volunteers and others connected with the School District. A student, employee, or any other person who believes that a student or employee has been subjected to discrimination or harassment may seek resolution of the matter through the procedures that follow. Complaints of sexual harassment within any educational program or activity of the School District will be investigated and resolved under 8007.3-AR, as required by Title IX and its implementing regulations ("Title IX sexual harassment"). All other complaints of discrimination, harassment, or retaliation, other than Title IX sexual harassment, will be investigated and resolved under 8007.1-AR or 8007.2 AR. Inquiries related to discrimination on the basis of disability should be directed to the 504 Coordinator: Director of Special Education, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248) 341-5415. Direct all other inquiries related to discrimination to: Assistant Superintendent for Human Resources, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248) 341-5425.*

**CJM**