

## **PARMA CITY SCHOOL DISTRICT JOB DESCRIPTION**

Elementary Noon Monitor

Work Schedule: 178 Days

Civil Service: Exempt

Job Classification: A-1

Salary Schedule: I

Responsible To: Building Principal / Classroom Teacher

### **General Description:**

Assist with monitoring students during lunch and recess: Enforce school rules and ensure the safety and welfare of students in elementary schools.

### **Essential Functions:**

1. Ensure safety of students during lunch and recess by being observant of potential problems
2. Enforce School rules and maintain positive pupil control. Report major violations to the teacher and/or principal.
3. Maintain records of student behavior.
4. Maintain respect at all times for confidential information, e.g. student medical conditions, students who receive free or reduced lunch
5. Interact in a positive manner with staff, students and parents
6. Promote good public relations by personal appearance, attitude and conversation
7. Attend meetings and inservices as required
8. Promote good social relationships between students
9. Interact with classroom teachers and administrators

### **Other Duties and Responsibilities:**

1. Make contacts with the public with tact and diplomacy
2. Assist with cleaning cafeteria tables
3. Arrange seating assignments for students
4. Perform some clerical functions related to noon monitor responsibilities
5. Some planning of activities may be required, such as playground games, exercise programs, and indoor activities on inclement weather days

**Qualifications:**

1. High school diploma or GED
2. Must like and get along with children, i.e. possess good parenting skills

**Required Knowledge, Skills and Abilities:**

1. Ability to apply behavior management techniques in enforcing school rules in an appropriate context
2. Ability to work effectively with others
3. Ability to communicate ideas and directives clearly and effectively both orally and in writing
4. Effective, active listening skills
5. Organizational and problem solving skills
6. Ability to be caring but firm with students
7. Ability to be flexible and patient with students

**Physical Demands and Working Conditions:**

Occasional exposure to blood, bodily fluids and tissue. Frequent interaction with unruly children. Frequent exposure to outdoor weather conditions during all types of weather. Constant standing and walking. Occasional requirement to lift push and pull playground equipment up to a maximum of 20 pounds. Occasional stooping, kneeling and crouching while assisting students. Specific vision abilities required by this job include close vision and distance vision.

The above lists are not ranked in order of importance and may not be an exhaustive list.

*The physical demands and working conditions 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.*