

**Role Description**

**LUNCH AND RECESS PARAPROFESSIONAL**

**QUALIFICATIONS:**

1. High School Diploma
2. Experience supervising children

**REPORTS TO:**

1. Building Principal

**SUPERVISES:**

Not applicable

**JOB GOAL:**

To supervise and ensure safety for all students in the cafeteria and on the playground. To follow the steps of the school wide behavior plan with students.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervise students as they go through the lunch line. Remind students to use quiet voices so cafeteria staff can hear students.
2. Supervise and document students who leave the cafeteria/playground to use the restroom and go to the nurse.
3. Help the students quiet down to hear when they are called up for lunch or asked to line up for recess.
4. Ensure safety in the cafeteria by having students remain seated.
5. Instruct students when it is time for them to throw out their trash.
6. Walk around the cafeteria to help wherever needed.
7. Supervise students on the playground.
8. Ensure safety by on the playground reminding students to use equipment appropriately.
9. Ensures safety on the playground by reminding students to keep their hands and feet to themselves.

**TERMS OF EMPLOYMENT:**

Days contracted as per Letter of Agreement

**EVALUATION:**

In accordance with district procedures

## **PHYSICAL ACTIVITY REQUIREMENTS**

### **Primary Physical Requirements:**

1. Lift up to 10 lbs.:	Occasionally required
2. Lift 11 to 25 lbs.:	Occasionally required
3. Lift 25 to 50 lbs.:	Occasionally required
4. Lift over 50 lbs.:	Rarely required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Occasionally required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Not required

### **Hand Manipulation:**

1. Grasping:	Occasionally required
2. Handling:	Occasionally required
3. Torquing:	Not required
4. Fingering	Not Required
5. Controls and Equipment:	Not Required

### **Other Physical Consideration:**

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Occasionally required
4. Squatting:	Occasionally required
5. Kneeling:	Occasionally required
6. Crouching:	Occasionally required
7. Climbing:	Occasionally required
8. Balancing:	Occasionally required

### **Work Surface (s):**

Cafeteria: Rubberized or tile floors

Playground: Asphalt, concrete, grass, and sandy surfaces

### **During the Work Day, Employee is Required to:**

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

**Cognitive and Sensory Requirement(s):**

- |                          |  |
|--------------------------|--|
| 1. Talking:              | Necessary for communicating with others.           |
| 2. Hearing:              | Necessary for receiving instructions and queries.  |
| 3. Sight:                | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Not required.                                      |

**Specific Vocational Preparation Requirements:**

- |   |              |
|---|--------------|
| 1. Short demonstration only                                   | _____        |
| 2. Any beyond short demonstration up to and including 30 days | _____        |
| 3. 30-90 days   | _____        |
| 4. 91-180 days  | _____        |
| 5. 181 days to 1 year   | _____        |
| 6. 1 to 2 years   | _____        |
| 7. 2 to 4 years   | <u>  X  </u> |
| 8. 4 to 10 years  | _____        |
| 9. Over 10 years  | _____        |

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, students, and parents.

**Summary of Occupational Exposures:**

None

**Other Considerations and Requirements:**

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is rarely required to do some lifting. Employee is typically required to stand throughout the assignment.