

Lemont-Bromberek Combined School District 113A Job Description

POSITION:	Lunchroom Supervisor
MINIMUM QUALIFICATIONS:	High School Diploma or Equivalent; Aptitude for Working with Children; Able to lift, carry and move students and objects weighing over 20 pounds; and Able to perform all essential job functions with or without reasonable accommodations
TYPE:	Part-time
CATEGORY:	Non-exempt (Fair Labor Standards Act)
WORK YEAR:	Nine month/school year on days that school is in session
REPORTS TO:	Principal, Assistant Principal
EVALUATOR/S:	Principal and/or Assistant Principal

ESSENTIAL JOB FUNCTIONS:

1. Supervises students in structured and unstructured school environments.
2. Provides positive and effective feedback to students who need re-direction.
3. Contributes to the development of and implements organized procedures for the lunchroom environment.
4. Under the direction of a certified teacher or administrator, implements behavioral supports with students, as requested.
5. Records data and observations, as requested.
6. Uses current available technologies appropriately and effectively for instructional, job-related and communication purposes.
7. Notifies the administration immediately of evidence of substance abuse, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of illegal substances.
8. Takes all necessary and reasonable precautions to protect the health and safety of students, staff, equipment, materials and facilities.
9. Complies with all contractual duties, Board of Education policies and administrative procedures; adheres to state and federal laws and regulations.
10. Exhibits ethical behavior and integrity and maintains confidentiality for all school-related responsibilities.
11. Develops and maintains positive and active relations with effective communications with students, staff, parents, community members and community organizations.

12. Lifts, carries or otherwise physically manages students, as necessary.
13. Maintains a positive attitude towards job related growth and development.
14. Performs other duties as assigned by supervisor/s or Superintendent.

By signing this job description, I affirm that I have read and understand the contents of this document.

Employee's Name: _____

Signature of Receipt

Date

Signature of Receipt

Date