

# **SOUTH EUCLID-LYNDBURST CITY SCHOOLS**

## **JOB DESCRIPTION**

**TITLE:** Noon Activity Monitor Aide

**REPORTS TO:** Principal

**SUMMARY:** To assist in the efficient operation of the noon activity lunch program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

1. Assist in the monitoring of students during the lunch hour: Supervision of student on the playground, in classrooms, in the lunchroom, and while moving from cafeteria to playground, etc.
2. Duties included in the lunchroom: assisting students with food; first aid, if needed; cleanliness of lunch room.
3. Duties included on the playground: supervision of games and play; maintaining discipline and safety of all.
4. Duties may include in the classroom: supervision of games and play; maintaining discipline and safety of all.

**SUPERVISORY RESPONSIBILITIES:**

Supervises students.

*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 simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with a variety of problems.

**OTHER SKILLS and ABILITIES:**

Previous work in child care. 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 that the Board of Education policies and procedures are the governing rules and regulations.

*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 and talk or hear. The employee is occasionally required to stand; walk, climb or balance, and stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 40 pounds. Employee may work outside in conditions below 32 degrees or above 90 degrees. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

*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 loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being of students.

**CLASSIFICATION:**Noon Aide

**WORK YEAR:** All days students are in school (includes 10 paid holidays)

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified personnel.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) 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.