

SUBSTITUTE LUNCH/RECESS MONITOR

Primary Function (Job Goal)

To provide assistance to students during the lunch program and supervise students to insure a positive and safe environment.

Reports To (accountability)

Principal

Supervisory Responsibilities

None

Qualifications

- High school diploma or GED
- Over the age of 21 years
- Pre-employment medical examination, including tuberculosis clearance
- Pass a Regional Office of Education Fingerprint/Background Clearance including Federal Bureau of Investigation

Physical Requirements

Utilize resources from other work units when required to perform the job's functions. Must communicate verbally and through email with district schools when providing information.

Generally the job requires 10% sitting, 50% walking, and 40% standing and significant finger dexterity in order to operate a two-way radio and needs appropriate hearing to understand radio communication and appropriate vocalization to be understood over the two-way radio. This job is performed in a generally clean and healthy environment.

Essential Duties and Performance Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Direct movement of students entering and exiting the cafeteria.
- Seating at assigned lunch tables.
- Monitor execution of student duties – table washing and picking up trash.
- Monitor proper student behavior and manners.
- Create seating chart of students for daily attendance and emergencies.
- Inform supervisors of district expectations within the lunch program.
- Assist supervisors in management of students and lunch program.
- Act as a liaison between administration and lunch supervisors.
- Monitor proper student behavior and manners.
- Monitor alternative lunch site and students.
- Supervise students at playtime and lunchtime and maintain a harmonious atmosphere by encouraging peaceful resolution of conflicts.
- Organize group games and activities.
- Assume responsibility for play equipment.
- Direct movement of groups to and from playground, lunchroom and classrooms in a safe and organized manner.
- Supervise students in their performance of lunchroom clean-up responsibilities.
- Perform other appropriate duties as assigned by the building administrator.

Job Requirements: Skills, Knowledge, Abilities and Responsibilities

The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates support for the mission, beliefs and goals of Troy Community Consolidated School District 30C.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Interest in the well-being of all students. Previous work or volunteer experience with children is preferred.
- Advanced office skills including use of a PC computer, knowledge of word processing, spreadsheet, database and routing and planning software.
- Maintains confidentiality in matters relating to staff, students and administrators.
- Able to work with a variety of people in a highly, diverse environment.
- Able to be flexible and work in an environment with frequent telephone and walk-in interruptions.
- Be attentive to detail.
- Exercise good judgment.
- Work without close supervision.
- Follow written and verbal instructions in English.
- Establish and maintains effective working relationships.
- Meet deadlines and schedules.
- Set priorities.
- Multi-tasking.
- Lead, guide, and/or coordinate others.
- Demonstrates professionalism and contributes to a positive work environment.
- Maintains an acceptable attendance record and is punctual.

Term of Employment

At-Will Employee Status

Completion of mandated training through Global Compliance Network

Employee Signature

Date