

LUNCHROOM PARA

Purpose Statement

To assist the students during lunch period. This person must supervise children to insure a positive safe environment for children to eat and enjoy recess time. To accomplish these tasks, the Lunchroom Para works closely with the staff and administration of USD 359.

Essential Functions

- Assist in supervising the students during lunch program.
- Assist in responding to the individual needs of students.
- Assist in lunchroom clean up.
- Communicate effectively with all members of the school district, cooperative and community.
- Direct movement of groups to and from lunchroom, and playground, in a safe and organized manner.
- Use appropriate behavior management techniques to maintain a positive climate.
- Set high expectations for student behavior.
- React to change productively and handle other tasks as assigned.
- Support the value of education.
- Support the philosophy and mission of the cooperative and school district.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: Evidence of successful experiences working with school age students, ability and inclination to take charge of student behavior as circumstances suggest, ability to identify potentially unsafe people and situations, ability to work in a team environment.

KNOWLEDGE is required to perform excellent human relations and oral communication skills.

ABILITY is required to respect, protect, and maintain confidentiality.

Responsibility

Responsibilities include: working under direct supervision using standardized routines. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting up to 50 lbs, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% walking, and 50% standing. The job is performed in a generally hazard free environment and in a clean atmosphere. Must be able to work in noisy and crowded environments. Must work indoors and outdoors. There may be occasional exposure to blood, bodily fluids, and tissue; occasional interaction among unruly children.

Reports To	Building Principal and Head Lunchroom Para
Supervises	Students as assigned
Education	High School diploma or equivalent preferred
Qualifications	Must be able to read, write and comprehend written and oral instructions
Experience	Will train
Terms	School year work schedule. Salary determined by current salary schedule
FLSA Status	Non-Exempt
Evaluation	Performance evaluation done by Building Principal
Continuing Education/Training	Certificates & Licenses
Annual Training Videos	
Clearances	
Background Check	
Pre-employment Physical	
TB Test	