

Job Title: Lunchroom & Playground Monitor
Department: Assigned Elementary School
Reports To: School Administrator
FLSA Status: Non Exempt
Salary Schedule: SA lane 01



SUMMARY

Assists school personnel with monitoring student activities and behavior on the playground and in the lunchroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Monitors and provides support, encouragement, and assistance to elementary students during breakfast/lunch activities and on the playground.

Supervises playground/recreational activities, including individual use of equipment and participation in group games.

Assists in maintaining order and decorum in the lunchroom, reinforcing student manners, eating habits, and cleanup procedures. Assists in providing a safe environment for students during playground and breakfast/lunch periods.

Enforces safety rules, appropriate behavior standards, and school playground/lunchroom policies.

Communicate issues with the School Principal.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position.

Ability to carry out instructions furnished in written, oral, or diagram form.

EDUCATION and/or EXPERIENCE

High school education; or up to one month related experience or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

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 stand, walk, talk, and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to use fingers and handles to handle, sit, and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

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.*

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The noise level in the work environment is moderate to loud.

Prepared By: Human Resources Department			Date: 01/21/2005
Approved By: Executive Director, Human Resources			Date: 01/21/2005
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 08/30/2012
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 06/03/2014
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 12/02/2016
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	