

West Chicago Elementary School District 33

Title:	<i>Lunchroom Playground Supervisor</i>
Classification:	<i>Support Staff</i>
Supervisor:	<i>Principal, Assistant Principal</i>
FLSA Status:	<i>Non-Exempt</i>
Work Calendar:	<i>10-Months 2hours/daily</i>



SUMMARY:

Supervise students during lunch period to insure a safe and orderly lunch/recess period.

ESSENTIAL JOB FUNCTIONS:

1. Focuses on customer service.
2. Supervises students at playtime and maintains a safe and harmonious atmosphere on the playground.
3. Directs movement of children to and from playground.
4. Takes necessary steps to secure appropriate aid for injured children.
5. Supervises lunchroom activities.
6. Responsible for cleaning tables after lunch recess is over and assisting with minor spills.
7. Performs clerical duties as assigned daily.
8. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the administration.

EDUCATION, CERTIFICATION, QUALIFICATIONS PROFILE:

- High School diploma or equivalent.
- Such alternatives to the above qualifications as the Board may find acceptable and appropriate.

SKILLS, KNOWLEDGE, ABILITIES:

- Ability to work independently, stay on-task, multi-task and take responsibility to complete assigned projects in a timely and efficient manner.
- Ability to communicate effectively with parents, students, teachers, administration and community members.
- Ability to establish and maintain cooperative working relationships with others in the course of the workday.
- Ability to use email and office equipment effectively.
- Ability to work with students individually or in group settings.
- Ability to read, write and speak English sufficient to communicate with students and staff and to assist students with directions.
- Ability to work with a diverse group of individuals and is sensitive to individual differences.
- Ability to maintain confidentiality of information regarding students, employees and others.
- Ability to establish a supportive and compassionate relationship with students.
- Ability to maintain composure in stressful situations and adapt in response to changing conditions.
- Ability to report work orally or in writing to supervisor as required.
- Ability to carry out instructions furnished in written or oral form.

TRAVEL REQUIREMENT:

No travel required.

EVALUATION

The position will be evaluated at least once annually, by the last employment day in April by a building administrator.

WORK ENVIRONMENT:

- Indoor classrooms/school exposure to: student noise, work in standard school building environment.
- Outdoor schoolyard and grounds, field trips: exposure to temperatures (hot, warm, cool & Cold).

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is Required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				X
Walk				X
Sit		X		
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance			X	
Stoop/kneel/crouch/crawl			X	
Talk or hear				X
Smell				X
Physical (Lift & Carry):				
Up to 10 pounds				
Up to 25 pounds				
Up to 50 pounds				X
Up to 75 pounds				
Up to 100 pounds				
More than 100 pounds				

ADOPTED: December 16, 1976
 REVISED: January 21, 1988
 July 17, 2003
 October 17, 2019