

Job Description

Position Title: Lunch & Recess Supervisor

Location: Eastwood Elementary School

Department: Paraprofessionals

Reports To: Building Principal

Term: Ongoing position beginning with the 2025-26 school year following the school calendar

Schedule: Part-time Mon-Fri approx. 2 hrs./day. Exact schedule TBD with Principal.

Salary: \$16.70/hour

Date of last review: September 2025

SUMMARY: The Lunch & Recess Paraprofessional supervises learners during lunch & recess periods, both inside and outside, including assisting learners in following school expectations and routines. The Lunch & Recess Paraprofessional reinforces safe, responsible, and respectful behaviors for learners grades K-5.

To Apply: Please complete the application and include three references.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty and requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required for the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned)*

Collaboration:

- Supports the teachers in order to provide additional intervention for learners during the lunch & recess periods.
- Develops positive, effective working relationships with learners and staff.

Communication:

- Reinforces instruction presented by teachers with learners one-on-one or in a small group.
- Connects and shares ideas through appropriate/applicable formats to express thoughts and ideas with integrity.

Compassion:

- Understands the complexities of cultural and global issues and how they relate to employee and learners' experiences.
- Partners with others to resolve potential controversy and conflict through respectful discussion.
- Proactively seeks to understand the ideas, opinions, and skills of others.

Creativity:

- Connects with team members and shares ideas in an effort to improve the overall learner and employee experience.

Critical Thinking:

- Reasons, interprets, and analyzes information to generate new knowledge and understanding.

Reflection:

- Maintains communication with supervisor and director regarding general feedback, career advancement opportunities, and areas of growth opportunities.

Resilience:

- Maintains composure while dealing with stressful situations.
- Proactively seeks out resolutions and takes initiative to resolve knowledge gaps.

Responsibility:

- Models and reinforces safe, responsible, and respectful behaviors.
- Monitor learners in class, between classes, and during lunch & recess.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment 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 essential duties and responsibilities of this role, the employee is regularly required to reach with hands and arms.
- While performing the essential duties and responsibilities of this role, the employee is regularly required to stand, walk, bend, talk, and hear.
- The specific vision abilities required for this role include close and peripheral vision.
- The employee may be required to lift up to ~30 pounds.
- The employee must work with the public and various WFPS staff while simultaneously managing several competing demands.
- The employee may come in contact with bloodborne pathogens or other bodily fluids on rare occasions.
- The employee will work in an environment that has a quiet to loud noise level. For example, a loud environment could be outside in a playground setting.
- The employee will be working outdoors and will be exposed to the applicable elements.
- The employee may come into contact with objects that are cold or hot in temperature.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or General Education Degree (GED).
- Prior experience working in an elementary school setting preferred.
- Prior experience working with school-aged learners is preferred.

LANGUAGE SKILLS:

- Ability to read, write, and comprehend simple instructions and short correspondences in the English language.
- Ability to communicate effectively verbally, expressively, and reactively.

OTHER SKILLS AND ABILITIES:

- Exercise confidentiality, discretion, and good judgement.
- Adhere to the assigned work schedule by maintaining regular and punctual attendance.

SUPERVISORY RESPONSIBILITIES:

- None.