

Playground/Lunchroom Assistant

Dept/Div: Clerical

FLSA Status: Non-Exempt

General Definition of Work

Performs human support work monitoring student behavior, assisting with maintaining a safe and clean playground area, maintaining a calm environment, and related work as apparent or assigned. Work is performed under the limited supervision of the Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Monitors sidewalks and playground area; maintains order and volume of nearby students.

Acts as a supervisor to students; enforces school rules and expectations.

Assists with maintaining cleanliness of playground; removes debris or calls custodial for clean up.

Attends and participates in relevant meetings and committees.

Provides customer service to students, staff, parents, visitors and the general public.

Helps to resolve minor conflicts between students and communicate major issues with the appropriate staff or principal.

Knowledge, Skills and Abilities

General knowledge of student behavior and behavior management; general knowledge of clean areas; general knowledge of school personnel and administrative practices, procedures and methods; general skill in the use of personal computers and related software packages, hardware and peripheral equipment; general skill keeping areas clean and orderly; ability to communicate complex ideas effectively in both oral and written forms; ability to work with and through administrators, teachers and support staff; ability to develop and present ideas effectively, orally and in written form; ability to maintain order in a relatively loud environment; ability to establish and maintain effective working relationships with students, staff and the general public.

Education and Experience

High school diploma or GED and minimal experience working with children, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force; work regularly requires standing and walking, frequently requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and pushing or pulling and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

None.

Last Revised: 10/6/2016