Streator Elementary District #44

Job Description

Lunch Hour Supervisor

FLSA Status: Non-Exempt
Reports to: Building Principal

Effective: 02.19.19
Approved: LP

Position Objective: The Lunch Hour Supervisors work to provide a safe and constant lunchroom and supervision of students during meal periods and at other times as assigned by the school principal.

Essential Functions

- Follows district, building, and classroom policies, procedures, regulations, and attendance standards
- Is aware of and implements all site playground rules and regulations
- Supervises and monitors students during assigned playground supervision periods
- Utilizes appropriate disciplinary procedures and techniques in accordance with the school site discipline plan
- Is aware of and enforces school safety standards at all times
- Reports any unsafe playground conditions, including equipment, to the school principal immediately
- Alerts the teacher to any problem or special information about an individual student
- Serves as a source of information and support to any substitute teacher assigned in the absence of the regular teacher
- Maintains satisfactory attendance, as defined in District policy and regulations

Additional Functions

Perform other duties and tasks as assigned by the Building Principal.

Qualifications

- High School Diploma or GED
- Valid Driver's license

Competencies

- Excellent interpersonal communication skills. Able to communicate effectively with staff at all levels, students, parents, and the general public
- Ability to interact with children in a positive and nurturing manner
- Able to prioritize efforts in order to achieve a student-focused solution
- Ability to collaborate and provide shared leadership
- Ability to read, write and speak the English language
- Ability to assess and anticipate instructional and supervision tasks needed

The above job description reflects the general requirements necessary to perform the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future and may be amended by the Board of Education as appropriate.

- Understanding of school, district, and state rules and regulations regarding school operations

Working conditions:

- Mental Demands: calculating, comparing, evaluation, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, and presenting
- Physical Demands: bending, stooping, kneeling, twisting, reaching, sitting for prolonged periods of time, standing, walking, lifting a minimum of fifteen pounds, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity
- Environmental Conditions: The work is performed primarily outdoors; however, inside work is required on occasion. Travel between buildings may be required

The above job description reflects the general requirements necessary to perform the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future and may be amended by the Board of Education as appropriate.