

Department: Elementary

Building/Facility: Elementary

Reports to: Elementary Principal

Employment Status: Part-time

FLSA Status: Exempt

General Description: Assist with supervision of students in cafeteria and on the playground.

**Essential functions:**

1. Ensure safety of students.
2. Assist in supervising and maintaining an organized and well-behaved cafeteria and cafeteria line.
3. Assist in supervising and maintaining playground and hallways at lunch time.
4. Be familiar with and enforce all cafeteria, playground, and hallway rules and regulations.
5. Maintain professional conduct when dealing with students.
6. Use basic common sense when dealing with students and problems, and interact in a positive manner with staff, students, and parents.
7. Address code of conduct violations and use appropriate discipline referrals.
8. Assist the administration in implementing school policies.
9. Report flagrant misconduct to the office.
10. Maintain respect at all times for confidential information.
11. Promote good public relations by personal appearance, attitude, and conversation.
12. Make contacts with the public with tact and diplomacy.
13. Attend meetings and in-services as required.
14. Follow safety procedures and emergency protocols as directed by administration.
15. Monitor and encourage positive student interactions to promote a safe and inclusive environment.

**Other Duties and Responsibilities:**

1. Report all accidents and injuries to the office and fill out an injury report on each incident when appropriate.
2. Make recommendations to the principal(s) for additions or changes in the rules and regulations as needed.
3. Provide guidance and counsel to students.
4. Report all facility repairs to the principal.

5. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
6. Serve as a positive role model for students in behavior and citizenship.
7. Reinforce school rules and expectations consistently.
8. Respond to routine questions and requests in an appropriate manner.
9. Perform other duties as assigned by the principal.
10. Assist with minor first aid as needed and report serious incidents immediately.
11. Document student behavior and incidents as required by school policy.

**Qualifications:**

1. High school diploma or GED
2. Valid Ohio Student Monitor certificate
3. Pass criminal background check
4. Previous experience working with children in a school or recreational setting preferred.
5. Alternative to the above qualifications as superintendent and/or board of education may find appropriate.

**Required Knowledge, Skills, and Abilities:**

1. Ability to communicate ideas and directives clearly and effectively both orally and in writing.
2. Effective, active listening skills.
3. Ability to work effectively with others.
4. Organizational and problem solving skills.
5. Time management skills
6. Conflict management skills
7. Ability to work with students with disciplinary and/or behavioral needs
8. Ability to remain calm and make quick decisions in emergency or high-stress situations.
9. Basic understanding of school safety procedures and child supervision techniques.

**Equipment Operated:**

1. Telephone
2. Computer/printer
3. Copier
4. Playground equipment as needed for supervision duties.

**Additional Working Conditions:**

1. Daily requirement to work in the cafeteria setting, which can be noisy.
2. Daily requirement to work outdoors (weather permitting) for recess duty.
3. Occasional exposure to minor injuries or bodily fluids, following universal precautions.
4. Occasional interaction among unruly children
5. Occasional operation of a vehicle in inclement weather (driving to work).
6. Regular requirement to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
7. Requirement to lift, carry, push and pull various supplies and/or equipment up to a maximum of 10 pounds

Note: The above lists are not ranked in order of importance.