

BALL-CHATHAM CUSD #5

TITLE: Student Supervision

FLSA STATUS: Non-exempt

QUALIFICATIONS: High school diploma or equivalent preferred
Ability to pass a fingerprint criminal and DCFS background check

Special Knowledge/Skills/Requirements:

- Must be agile and mobile
- Must have visual ability to observe children over a large area
- Must be able to work outdoors in all types of weather
- Must be able to walk 3+ hours per day

REPORTS TO: Assistant Principal

JOB GOAL:

To monitor the behavior and activities of children during lunch and recess to ensure the safety of all students.

PERFORMANCE RESPONSIBILITIES: Listed below but not limited to:

- Hand out napkins, spoons, and forks
- Release students by row to go through lunch line
- Release students to return to class
- Assists in refilling condiments as needed between lunch periods
- Cleans the lunch tables between lunch periods
- Enforce all rules and policies directed toward the use of the cafeteria
- Handle minor discipline problems and refer severe problems to the assistant principals
- Enforce all rules and policies directed toward the use of playground facilities
- Anticipate potential safety concerns and take steps to correct them
- Notify the administration of any hazards to children on the playground
- Handle minor discipline problems and refer severe problems to assistant principal
- Refer injured students to the nurse's office, seek additional assistance when necessary
- Work cooperatively with the other supervisors to problem solve and innovate solutions to create a positive experience for children

TERMS OF EMPLOYMENT:

Salary and work year in accordance with recommendations established by the Superintendent of Schools and immediate supervisor.

WORKING CONDITIONS:

Mental Demands: evaluating, interpreting, analyzing, and coordinating.

Physical Demands: bending, stooping, kneeling, twisting, reaching, standing for long periods of time, walking, lifting, carrying, cleaning, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity, ability to read and write, ability to speak and understand the English language.

Environmental Conditions: outside supervision on playground and indoor supervision on inclement weather days.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met (as applicable).

The above job description reflects the general requirements necessary to perform the 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 at any time as appropriate