

Cafeteria & Playground Monitor

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs responsible work supervising students in the cafeteria and on the playground/assigned recess area; does related work as required. Work is performed under general supervision of the Principal.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervise students in the cafeteria and/or on the playground.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervise students in the cafeteria and while they are entering and leaving the cafeteria; provide students with assistance as needed.
- Supervise students on the outside playground/recess area and while they are entering and leaving the playground/recess area to ensure safety at all times.
- Observe, record, and report on the behavior of individual children as assigned.
- Enforce school policies and procedures governing students.
- Provides assistance in maintaining discipline and reports inappropriate student behavior to the appropriate personnel.
- Develop a positive relationship with students.
- Assist students when needed.
- Monitor and be prepared to assist students with potential allergic reactions or medical needs.
- Assists in preparing for and performing emergency evacuations and drills.
- Follow school policies and procedures
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the school operation; ability to assist students with patience and understanding; ability to establish and maintain effective working relationships with school officials, students and parents; and ability to follow oral and written directions.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to walk; sit, use hands to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee is constantly required to stand. Specific vision abilities required by this job include, close, distance and peripheral vision, and the ability to adjust focus. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.