

## Litchfield School District - SAU 27

<b>POSITION TITLE: SCHOOL MONITOR – LUNCH AND RECESS</b>	
<b>Job Description Approved By:</b> <i>Litchfield School Board</i>	<b>Date:</b> <i>5/16/09</i>
<b>General Purpose:</b>	To supervise and ensure safety for all students during lunch and recess. To promote and follow school rules and behavior guidelines for student safety and prevention of illness and injury.
<b>Reports to:</b>	Building Administration (Principal or Assistant Principal)
<b>Supervises:</b>	Students

### **POSITION DUTIES AND RESPONSIBILITIES:**

Except as specifically noted, the following functions are considered essential to this position:

- To supervise and ensure safety for all students.
- To promote and follow school rules and behavior guidelines for student safety and the prevention of illness and injury.
- Review and follow IEP and 504 accommodations for physical and allergy-related safety precautions relative to recess and lunch activities.
- Use age appropriate language when communicating and interacting with students at their respective grade levels.
- Maintain supervision by monitoring students who leave the cafeteria or playground for any reason.
- Provide feedback as requested to classroom teachers and administration.
- Report incidents and accidents through established forms and procedures.
- Maintain confidentiality of student information. Confidentiality regarding students is required specifically in the areas of IEP, 504, behavior, and academic information.
- Attend and participate in staff meetings and training sessions as required.
- Work effectively as part of a team.
- Be familiar with and follow emergency procedures as required by the school and the district.
- Be familiar with and follow all district policies.
- Performs other tasks and assumes other responsibilities as assigned by building administration.

#### ***Cafeteria Responsibilities:***

1. Guide and supervise students as they go through the food service lines.
2. Remind students of appropriate noise levels so that cafeteria staff can hear students and students can hear instructions, in the cafeteria area as well as in the hallways during transitions.
3. Ensure safety in the cafeteria by having students remain seated.
4. Instruct students when it is time for them to throw out their trash.
5. Maintain appearance and cleanliness of floors and tables in lunchroom; including following any IEP or 504 accommodations and safety procedures for sanitation.
6. Circulate regularly through the cafeteria to assist students, monitor behavior, and monitor eating habits.
7. Provide general clean up/pick up after lunches, not to replace custodial role, to maintain sanitary conditions in the consumption area for all students.

#### ***Recess Responsibilities:***

1. Supervise students on the playground and during indoor recess.
2. Ensure safety on the playground by reminding students to use equipment appropriately and enforce the “no physical contact” rule.
3. Encourage problem solving strategies for student conflict resolution.
4. Report repetitive or severe rule infractions to the administration.
5. Maintain playground equipment, monitor and report to administration needed replacement or repair.
6. Assist students in organizing games or activities as needed.

**Evaluation:** Evaluation will be based on ability and effectiveness in carrying out the responsibilities of the position as defined. Performance will be reviewed annually by Building Principal in cooperation with the Superintendent and in accordance with School Board policy.

**TERMS OF EMPLOYMENT:**

Part-Time, School Year, Non-exempt. Hourly rate established by the Board.

**MINIMUM QUALIFICATIONS:**

*Education and Experience:* High school diploma or G.E.D.

*Necessary Knowledge, Skills and Abilities:*

- Demonstrates knowledge of developmentally appropriate interactions with children, supervising children, organization, and sanitation skills; or, any combination of education and experience that demonstrates the requisite knowledge, skill, and ability to perform the essential functions of the position.
- Ability to work in environments with different needs, and can understand and follow directives.
- Must enjoy supervising children.
- Such alternatives to these qualifications as the Superintendent may find appropriate and acceptable.

**LICENSURE AND CERTIFICATION REQUIREMENTS:** None.

**PHYSICAL ACTIVITY REQUIREMENTS:**

**Primary Physical Requirements:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Occasionally required
4. Lift over 50 lbs:	Rarely required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Occasionally required
8. Carry over 50 lbs:	Rarely required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Occasionally required

**Hand Manipulation:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Occasionally required
2. Handling:	Occasionally required
3. Torquing:	Not required
4. Fine Manipulation:	Not required
5. Controls and Equipment:	Walkie Talkie, Microphone, Talk Light

**Other Physical Consideration:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	
2. Bending:	
3. Crawling:	
4. Squatting:	
5. Kneeling:	
6. Crouching:	
7. Climbing:	
8. Balancing:	

**Work Surface(s):**

Cafeteria: Tile floors, carpeted hallway.

Playground: Asphalt, concrete, grass, mulched, and sandy surfaces

**During the Work Day, Employee is Required to:**

	<u>Consecutive Hours</u>									<u>Total Hours</u>																	
Sit	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8										
Stand	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8										
Walk	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8										

**Work Performed:**    **Inside: 50%**  
                                  **Outside: Up to 50%**

**Cognitive and Sensory Requirement(s):**

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries, communication.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Tasting not required. Smelling necessary for food or drink concerns.

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, students, parents, and the community.

**Summary of Occupational Exposures:**

Exposed to disinfectants, sanitizers, and other cleaning fluids, and school lunches. Environments include general office, classrooms, playground and cafeteria. Temperature variance from indoor/outdoor exposure.

**Other Considerations and Requirements:**

Employee follows a written or verbal work schedule. Parts of job entail routine and repetitive tasks that include the enforcement of rules for safety reasons. This can be a fairly active position and employee may be rarely required to do extensive physical exertion. Employee is rarely required to do some lifting. Employee is typically required to stand and walk throughout the assignment.

Maintain proper personal hygiene for interactions with food items.

Applicants will be subjected to a criminal background check required by state law.