

NOON SUPERVISOR

DEFINITION

Under the supervision of a site administrator, assists in monitoring students in assigned areas of a school campus to ensure safe and orderly student conduct. Performs other related duties as assigned.

The typical duties and employment standards are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

TYPICAL DUTIES

Monitors students in assigned areas of a school campus, such as the cafeteria, lunch area and playgrounds, as well as nearby student restrooms as assigned during student lunch periods. May also assist with student supervision during the breakfast program, passing periods, and/or before and after school.

Actively monitors assigned area(s) by moving around and visually surveying the entire duty area; reiterates and enforces safety, security, and school rules to prevent students from harm or injury; and redirects students to engage in appropriate behaviors and activities as needed.

Encourages positive interaction among students and provides positive reinforcement for student compliance with school rules; intervenes in aggressive and bullying behaviors; and reports safety and disciplinary concerns to the school office; assists with the escorting of students and/or dissemination of student call slips as directed.

Develops positive relationships with students, treating them with fairness, consistency and dignity, and maintaining professionalism.

Guides and encourages students to engage in orderly behavior while moving through hallways or other areas of campus, or while transitioning from one activity to another.

Encourages students to follow school nutrition policies, dispose of food and wrappers in designated receptacles, and keep immediate eating area neat and clean.

Follows established procedures in the case of accidents or injuries. Leads students in response to emergencies and emergency drills in accordance with site policy.

Assists with rainy day or cold weather schedules and activities.

May set up and prepare for student recess activities, and monitor student use of equipment and materials.

May perform minor or light cleaning duties, such as wiping off tables or picking up trash left by students.

May assist with student cross-walk duties at the beginning and/or end of the school day.

Participates in assigned professional development and training activities; attends meetings as required.

Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Noon Supervisor** monitors students in various areas of campus, such as lunch areas and playgrounds, to ensure safe and orderly student conduct. A **Campus Supervisor** performs complex and responsible campus security throughout the grounds of an assigned school site. An **Instructional Assistant I** assists one or more general education classroom teachers by reinforcing teacher's lesson concepts and skills in various academic areas; may also supervise students at play during recess or for other limited periods. An **Orientation Assistant** provides specialized assistance to help orient non-

English speaking students to their new school environment.

EMPLOYMENT STANDARDS

Knowledge of: Student behavior expectations; school rules and policies; and basic physical and emotional student development needs.

Ability to: Follow instructions of site administrators; learn and follow the school discipline plan, policies, and related procedures; relate well to children of all backgrounds and ethnic groups and gain their cooperation; enforce school rules in an assertive, equitable, and consistent manner; use good judgment and discretion in dealing with interpersonal situations, maintaining confidentiality of information, and/or alerting administrators to problems or hazards; serve as an appropriate adult role model for students, including wearing appropriate clothing for job role and being generally well groomed; working cooperatively with administrators, teachers volunteers, and other adults on campus; be flexible and adapt to changes in routine and duties; and be reliable in attendance and punctuality.

Essential Physical Activities and Work Environment: Sufficient stamina to stand and walk extensively throughout the day, to move rapidly if a problem or situation requires it, and to kneel, squat, bend, and reach as necessary; sufficient strength to occasionally lift, carry, push or pull various playground supplies and, in an emergency, to move or assist in moving a child; ability to raise arm above shoulder to hold a sign aloft for several minutes at a time; sufficient hearing and speaking to give and receive instruction and understand telephone, radio, and in-person conversation; vision sufficient to monitor school grounds and student activities. Work is performed in indoor, covered, and outdoor environments where exposure to adverse weather conditions is frequent. The job generally requires 5% sitting, 70% walking, and 25% standing.

Typical Background: Paid or volunteer experience monitoring and supervising youth activities is preferred.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.

JW: Approved by the Personnel Commission 2/20/03

Revised 07/24/2009-AT

Revised 10/2018; Approved by Personnel Commission on 10/4/2018

Salary Reallocation Eff. 7/1/2020; Approved by Personnel Commission on 6/3/2020