

## LODI UNIFIED SCHOOL DISTRICT

### **CLASS TITLE: SCHOOL PLAYGROUND & CAFETERIA MONITOR**

#### **BASIC FUNCTION:**

Monitor student behavior in the cafeteria, on the playground, and other locations at an assigned school site.

#### **REPRESENTATIVE DUTIES:**

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Create a positive environment for all students. *E*

Supervise students in the cafeteria, halls, on the playground or other locations at the assigned school site. *E*

Intervene to address any inappropriate student behaviors. *E*

Monitor and observe your assigned supervision area constantly. *E*

Physically circulate around your assigned area and remain visible to students and other supervisors. *E*

Refrain from “playing” with the children. *E*

Observe and be on the watch for safety hazards and report them to the school office promptly. *E*

Utilize the whistle in appropriate situations, but only as necessary. *E*

Proactively intervene to disperse groups of students gathered for no observable reason *E*

Be observant of the motives of students. *E*

Actively observe and monitor areas where children can be hidden from view. *E*

Visit and observe both boys and girls restrooms frequently. Enlist the aid of children to carry messages. *E*

Periodically review with students the areas which are out-of-bounds. *E*

Report unusual activity to the appropriate school personnel. *E*

Call for assistance in the event of an accident or emergency situation; assist in first aid when children are injured as assigned. *E*

Report unruly students to the appropriate site personnel. *E*

Actively participate in meetings. *E*

Work collaboratively with other employees and supervisors. *E*

Maintain a professional and appropriate manner with students as a responsible adult. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- School discipline policies.
- Positive behavior management techniques and discipline of children.
- Basic child guidance principles and practices.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Reading and writing communication skills.
- Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

- Monitor and discipline students according to approved policies and procedures.
- Demonstrate an understanding, patient, respectful and receptive attitude toward students of all ages.
- Effectively supervise and care for children with varying degrees of development and needs in various activities.
- Analyze situations accurately and adopt an effective course of action
- Maintain confidentiality in all matters related to students.
- Initiate accident reports.
- Understand and work within scope of authority.
- Comprehend and follow instructions.
- Learn the procedures, functions and limitations of assigned duties.
- Communicate effectively with children and adults.
- Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or equivalent and sufficient training and experience to demonstrate the knowledge and abilities listed above.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoor and outdoor school environment.
- Subject to seasonal heat and cold or adverse weather conditions.

**PHYSICAL DEMANDS:**

- Standing and walking for extended periods of time.
- Bending at the waist to assist students.
- Reaching overhead, above the shoulders and horizontally.