

CLASS TITLE: NOON SUPERVISOR

DEFINITION: Supervise students in the playground areas, cafeterias, rest rooms and other areas of a school.

EXAMPLE OF DUTIES:

- Supervise students in the playground, cafeteria, rest rooms, hallways and other areas where students gather or as directed by the administrator.
- Monitor student behavior and hall passes in assigned area to ensure compliance with school procedures.
- Assist students to resolve minor conflicts on the playground.
- Report unauthorized activities and unauthorized persons on school grounds to appropriate authority.
- Assemble students promptly for class when the bell rings and collect any equipment left on the playground.
- Assist students in the cafeteria.
- May administer simple first aid such as band aids and ice packs.
- Report serious infractions of the school procedures and safety issues to administration promptly.
- Perform other duties as assigned.

DESIRABLE QUALIFICATIONS:

Training and Experience: Any combination equivalent to graduation from high school and some experience working with children.

Ability to:

- Establish and maintain effective working relationships with those contacted during the course of work.
- Maintain the trust and confidence of students.
- Understand the needs of multi-cultural students.
- Sufficiently perform the essential functions of the position with or without accommodation.
- Work independently and make minor decisions within the school procedures and policies.
- Remain calm in stressful situations.
- Effectively supervise students.
- Follow oral and written instructions

Licenses and Certificates:

- A valid California driver's license may be required.