

Job Description

BOARD OF EDUCATION DENVERVILLE

TITLE: LUNCHROOM/PLAYGROUND AIDE

QUALIFICATIONS:

- 1. High school diploma**
- 2. Minimum experience as determined by the board**
- 3. Demonstrated ability to work successfully with children and adults and to perform assigned duties**
- 4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status**

REPORTS TO: Principal

SUPERVISES: The lunchroom/playground activities under the direction of the building principal and assigned teaching staff.

JOB GOAL: To assist in the maintenance of an orderly, safe and pleasant atmosphere in the lunchroom/playground by helping and supervising students at mealtime and recess.

PERFORMANCE RESPONSIBILITIES:

- 1. Supervises students in the lunchroom/playground during meals and recess.**
- 2. Maintains a system for orderly food purchase by pupils, disposal of food waste, return of trays and utensils in lunchroom and equipment used at recess.**
- 3. Sees that students are seated in assigned areas and play in assigned areas.**
- 4. Circulates among the tables during the mealtime and the playground during recess so as to be available to children who need help or to resolve any minor problems that arise.**
- 5. Informs assigned teacher of any serious infractions of discipline rules by students.**
- 6. Ensures the cleanliness of tables and surrounding areas.**
- 7. Organizes groups for orderly dismissal from the lunchroom and return to building from recess.**

8. Performs other related duties as assigned.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board of education.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of noncertified staff.

APPROVED: June 1, 2009