

COLONA GRADE SCHOOL

Administration

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COLONA, ILLINOIS 61241
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Board of Education

Julie Wittenauer -
President
Lindsey Trickey - VP
Julie Woods - Secretary
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Dennis Teichman
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EDUCATIONAL SUPPORT Job Description

Title: Lunch Recess Monitor

Job Goal: To keep students safe on the playground. Also, to help manage disagreements and problem solve

Supervised by: Cafeteria Manager, Principal and Superintendent

Qualifications: High school diploma or equivalent
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Time: 10:45am-1:15pm = 2hrs 30min

Required Knowledge, Skills, and Abilities:

- Ability to follow oral and written directions
- Ability to adhere to District policies and procedures
- Able to handle employee, student, and other sensitive information confidentially
- Ability to work with students and adults in a positive manner
- Physically and emotionally able to perform job responsibilities
- Ability to attend work regularly and punctually
- Complete duties in a timely manner
- Of good moral character and possessing temperate, ethical and industrious habits
- Carry out duties as assigned
- Ability to work with wide range of people-students, parents, teachers, public
- Skilled in problem solving and resolving issues
- Use appropriate volume and tone of voice with students and adults
- Good decision making and self-control

Essential Performance Duties and Responsibilities:

- Transition students from lunchroom to playground and playground to building
 - Maintain order of student lines inside building

 - Use signs and common language to get attention of students (peace sign, hands behind back, mouth closed, walk on right side of hall)

 - Blow whistle about one minute before listed recess end time

- Follow the schedule and be punctual.
- Help children problem solve and talk to each other.
- Be fair with judgment of misbehavior; use the “reset method” when appropriate.
- Follow PBIS behavior expectations.
- Do not touch students unless it is necessary for safety reasons.
- Be attentive to actions on the playground by walking around and checking with students in various areas of the playground.
- Help in Cafeteria by wiping tables, picking tables up, cleaning up spills, help opening item for students
- Performs miscellaneous job-related duties as assigned

Physical Demands and Work Environment:

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly exposed to outdoor weather conditions. The employee is regularly required to stand and walk. Specific vision abilities required by this job include: distance vision, peripheral vision, depth perception and ability to scan a large area consistently. The use of a two-way radio is essential for communication also. Other work environment conditions include frequent work at fast pace with unscheduled interruptions and occasional student injuries.

Term of Employment: The school calendar year for 2016-2017

FLSA Status: non-exempt

Evaluation: Twice a year by Cafeteria Manager or Principal
Formative – ongoing via walkthroughs and observations

NOTE—*The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description*

will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

Signature: _____ Date: _____