

**Martinez Unified School District  
Classified Job Description**

**Noon Duty Supervisor**  
9.5 Months/Year

**Definition**

Under the supervision of an assigned supervisor:

- To provide supervision for school children; and to do other related work as required.

**Example of Duties**

- Supervises and maintains order among students on the playground and on the school grounds during the lunch period
- Reports behavior problems to supervisor
- Observes that safety rules are obeyed
- Assisting in the maintaining of order and discipline
- May write behavioral referrals/reports

**Desirable Qualifications**

***Knowledge of:***

- Safety rules and habits
- Standards of courtesy to be observed by children

***Ability to:***

- Communicate effectively with students and the public
- Maintain cooperative working relationships with those contacted in the course of work
- Supervise children at lunch and at play
- Maintain acceptable standards of behavior among students

**Experience**

None required, but experience in youth work is desirable

**Education**

Equivalent to the completion of twelfth grade desired

Pending Board Approval