

**LOS GATOS UNION SCHOOL DISTRICT
JOB DESCRIPTION – Noon Duty Supervisor**

TITLE: Noon Duty Supervisor

REPORTS TO & EVALUATED BY: Site Principal

SALARY: Classified Noon Duty Schedule

DEPARTMENTS: School Site

CLASSIFICATION: Classified

WORK YEAR: 167/174 DAYS

BASIC FUNCTIONS:

Under the direction of the school principal the Noon Duty Supervisor provides supervision of students during the lunchtime in the cafeteria, hallways, playground, and fields.

ESSENTIAL RESPONSIBILITIES AND REPRESENTATIVE DUTIES:

Duties may include, but are not limited to, the following:

1. Consistently enforces school rules pertaining to the cafeteria, hallways, playground and fields.
2. Assist in the serving of food.
3. Handles all minor incidents of misbehavior following consistent set of consequences outlined by the School Principal.
4. Reports all major incidents of misbehavior to the School Principal immediately.
5. Reports all accidents to school office immediately and assists with preparation of accident reports.
6. Assists students in using play equipment and in organizing games.
7. Assists the School Principal with encouraging students to keep a clean campus.
8. Assists in supporting on campus activities as needed.
9. Performs other duties consistent with the job description.

QUALIFICATIONS AND EXPERIENCE:

1. High school graduate or equivalent.
2. A basic understanding of child health and safety protocols and procedures.

KNOWLEDGE AND ABILITIES:

Knowledge of:

1. Knowledge of techniques for efficiently handling difficult students

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2. Knowledge of effective communication techniques
3. Public and human relations skills

Ability to:

1. Ability to follow directions
2. Ability to work cooperatively with others
3. Red Cross first aid certification desirable
4. CPR certification desirable

WORKING CONDITIONS:

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Abilities:

The physical demands described here 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.

Moderate to extensive physical effort is required, which includes work in an outdoor, noisy environment. This position requires agility with frequent standing, walking, kneeling, lifting, pushing, carrying, and potentially running; near and far vision with the ability to read small print; depth dexterity; and the providing of oral information and direction. This is primarily an outdoor work environment, however, indoor participation may be required.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.