

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: NOON DUTY SUPERVISOR (Range 1)

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, performs a variety of assignments monitoring and supervising the safety and well-being of students in cafeterias, lunch areas, restrooms, playgrounds and school hallways or grounds during lunch, nutrition breaks or other non-instructional times.

#### **REPRESENTATIVE DUTIES:**

Monitors, controls and directs students during lunch, nutrition breaks, or other non-instructional times. *E*

Ensures student health, safety and welfare while maintaining effective control in lunch lines, eating areas, restroom areas, playground activities, etc. *E*

Observes and ensures school rules and regulations are obeyed by students and parents/visitors. *E*

Helps students with opening lunch and snack items. *E*

Intervenes and resolves minor conflicts with students while monitoring and supervising. *E*

Prevents, reports and corrects improper and unsafe behavior and unauthorized activities. *E*

Maintains communication with site administration, teachers and support staff regarding student behaviors. *E*

Reports unusual events and/or safety hazards to site administration. *E*

Observes and promotes the use of safety rules at the site. *E*

Reports details of all accidents of any kind to site administration. *E*

Assists with cleaning up lunch areas, nutrition breaks, etc.

Assists with minor first aid as directed.

Prepares paperwork, as necessary.

Participates in meetings and trainings, as required.

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Behavior of children and adolescents.  
Appropriate safety precautions and procedures.  
Basic school safety rules.  
Communication skills.  
Conflict resolution techniques.  
Discipline guidelines and procedures.  
Basic first aid.

**ABILITY TO:**

Follow district, state and federal rules, policies, regulations and laws.  
Understand and follow oral and written instructions.  
Give clear, concise directions concerning behavior and rules.  
Work without close supervision.  
Establish and maintain effective working relationships.  
Understand and communicate in written form and verbally.  
Resolve playground disputes.  
Work in a team environment.  
Work well with children and adults.  
Work a flexible schedule.

**EDUCATION AND EXPERIENCE:**

Graduation from High School is desired. Experience working with children is desired.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor and outdoor work environment.  
Seasonal heat and cold or adverse weather conditions.

**PHYSICAL ABILITIES:**

Climbing stairs and ramps.  
Walking or standing for extended periods of time.  
Use of hands, wrists and arms.  
Bending at waist to assist students.  
Reaching overhead, above the shoulders and horizontally.  
Hearing and speaking to exchange information.  
Running.  
Seeing to monitor student activities and behavior.