

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: CAFETERIA/PLAYGROUND ASSISTANT

DEFINITION:

Under the direction of the Site Administrator, supervises students in designated school areas and on school grounds as directed.

JOB RELATIONSHIPS:

Supervised by Site Administrator, has direct contact with students, Nutrition Services staff, school staff and parents.

ESSENTIAL DUTIES:

Supervise students during scheduled lunch time.

Ensure that school rules are followed and student behavior toward staff and other students is appropriate.

Follow assigned area of supervision as provided by Site Administrator.

Monitor lunch lines and students' verbal and physical actions to ensure an orderly and efficient delivery of lunch items.

Resolve student confrontations in a timely and effective manner.

Monitor groups of students and assigned supervision areas proactively to prevent conflicts or concerns from developing.

Treat all students in a fair, impartial and respectful manner.

Daily communication with Site Administrator, designee, or other CPAs about student supervision concerns or safety concerns.

Communicate in a calm, neutral and non-confrontational manner.

Refer students to Site Administrator when necessary for needed discipline support.

Ensure the lunch areas are left clean and orderly by students and that trash containers are used for discarded items.

Use available work time to ensure student referrals are made to Site Administrators and that supervision areas are clean and organized for next lunch period.

Monitor assigned supervision areas for safety concerns that should be immediately corrected and reported to appropriate school staff.

Intervene when required to stop harm to a student or students.

Supervise and observe students at play without engaging in student play or games.

Cafeteria/Playground Assistant – con't.

NON-ESSENTIAL DUTIES:

Perform other duties as assigned.

KNOWLEDGE OF:

School rules and regulations

Supervision methods in school settings

School referral procedures for student discipline

Safety hazards for students and staff

School emergency procedures during supervision

Procedures for approaching unknown person on school campus

Methods for resolving student conflicts

Procedures for reporting and assessing student injuries

ABILITY TO:

Enforce school rules and regulations

Deescalate student conflicts

Manage student behavior

Intervene proactively with students

Problem solving student issues

Work with groups of students

Demonstrate respect, acceptance and fairness in work with students

Utilize a computer and 2-way radio to receive and send communication

Accept direction and follow instructions

Work in a positive and collaborative manner with students, staff and public

Identify and report safety concerns

Speak in appropriate volume, grammar and manner

Cafeteria/Playground Assistant – con't.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent

Paid or volunteer experience with school aged students preferably in school setting

LICENSES AND OTHER REQUIREMENTS :

District pre-employment test

District post-offer physical examination and drug screening

Fingerprint clearance from the Department of Justice

Tuberculin skin test before employment and every four years thereafter or a chest x-ray

ENVIRONMENT:

Indoor and outdoor environments

Seasonal heat, cold and adverse weather conditions

All areas of school campus including fields, cafeterias, auditoriums, hallways, classrooms, restrooms and offices

PHYSICAL DEMANDS:

Prolonged standing and walking for extended periods of time

Hearing and seeing to observe and monitor students' behavior and actions; read assignment schedules and documents

Dexterity of hands and fingers to operate 2-way radio, phone or computer or write discipline referrals or accident reports

HAZARDS:

Intervening physically to stop conflicts between angry or emotionally upset students

Board approval date: December 9, 2003