



City of St. Charles School District

LUNCHROOM/PLAYGROUND AIDE

Reports to: Building Administrator
Classification: Classified
FLSA Status: Non-Exempt
Terms of Employment: As needed for school term, maximum of two-three hours per day
Evaluation: Performance in this position will be evaluated regularly by the building principal/supervisor and in accordance with Board Policy
Compensation: Reviewed and established annually by the Board of Education

JOB SUMMARY:

Assist the building principal in the supervision of students in the lunchroom and playground.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Assist in supervising student in lunchroom, recess, and hallway.
- Assists children in need of assistance with lunch when necessary.
- Reports accidents to the appropriate building personnel.
- Maintains regular attendance.
- Maintains confidentiality, unquestionable integrity.
- Attends/Completes District PD and training.

SUPERVISORY RESPONSIBILITIES:

Supervises students in lunchroom and/or playground.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- One year of experience preferred.

COMMUNICATION SKILLS:

- Ability to respond to questions from administrators, staff and the general public consistent with the duties of this position.

MATHEMATICAL SKILLS:

- Not Applicable

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to relate to children and communicate well with staff members, teachers, and parents.
- Establishes and maintains interpersonal relations skills as applied to contacts with parents and district staff.
- Is self-directed, and works without direct supervision.
- Skill in interpersonal relations as applied to contacts with children.
- Must be dependable.

REASONING ABILITY:

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form consistent with the duties of this position.

OTHER SKILLS AND ABILITIES:

- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with all district requirements and School Board Policies.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions, While performing the duties of this job, the employee may frequently lift and/or move up to 50 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK 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 the essential functions. The noise level in the work environment is moderate to loud and is performed inside and outside during all seasons.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Playground/Lunchroom Aide

Revised SY 2010-2011
Revised SY 2022-2023