

**Ann Arbor Public School District
Job Description**

Position Title: Noon Hour Coordinator
Department: Building
Reports To: Principal

SUMMARY: Oversees the noon hour supervisors. To provide assistance for children during the lunch program. This person must supervise children to insure a positive safe environment for children to eat and enjoy recess time.

ESSENTIAL DUTIES AND RESPONSIBILITIES.

Responsible for the operation of the lunchroom program.
Establish and assist staff in carrying out procedures to insure each student's safety.
Oversees the noon hour budget, weekly payroll, supply orders, schedules, etc.
Communicate with principal, parents and community.
Attend staff/coordinator meetings.
Supervise students at playtime and lunchtime and maintains a harmonious atmosphere by encouraging peaceful resolution of conflicts.
Organize group games and activities.
Assume responsibility for play equipment.
Direct movement of groups to and from playground, lunchroom and classrooms in a safe and organized manner.
Assist students in lunch room clean-up.
Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

The employee supervises the noon hour supervisors and students during the lunch program and is directly responsible for their safety and well-being.

QUALIFICATION 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:

High School diploma or GED.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos.
Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education 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 will frequently walk and stand. Occasionally the employee will sit while performing the duties of this job. The specific vision requirements of the job include good depth perception and the ability to read written or typed information.

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.

While performing the duties of this job, the employee will occasionally work inside and essentially must be able to work outside for recess period. The employee must be able to work with the public and other workers. The noise level in the environment is usually moderate to loud.

**Ann Arbor Public School District
Job Description**

Position Title: Noon Hour Supervisor
Department: Building
Reports To: Principal

SUMMARY: To provide assistance for children during the lunch program. This person must supervise children to insure a positive safe environment for children to eat and enjoy recess time.

ESSENTIAL DUTIES AND RESPONSIBILITIES.

- Supervise students at playtime and lunchtime and maintains a harmonious atmosphere by encouraging peaceful resolution of conflicts.
- Organize group games and activities.
- Assume responsibility for play equipment.
- Direct movement of groups to and from playground, lunchroom and classrooms in a safe and organized manner.
- Assist students in lunch room clean-up.
- Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES:

The employee supervises students during the lunch program and is directly responsible for their safety and well-being.

QUALIFICATION 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:

High School diploma or GED.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos.
Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education 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 will frequently walk and stand. Occasionally the employee will sit while performing the duties of this job. The specific vision requirements of the job include good depth perception and the ability to read written or typed information.

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.

While performing the duties of this job, the employee will occasionally work inside and essentially must be able to work outside for recess period. The employee must be able to work with the public and other workers. The noise level in the environment is usually moderate to loud.