POSITION DESCRIPTION

TITLE: Lunchroom Monitor
LOCATION: Elementary or Home Choice Academy
REPORTS TO: Principal
DEPARTMENT: Elementary or Alternative Learning Education

SUMMARY STATEMENT:
Under the supervision of the building Principal, the Lunchroom Monitor is responsible for supervision of students in the lunchroom. The Lunchroom Monitor may be required to supervise lunch outdoors, weather permitting. Supervision must ensure the safety and well-being of all students.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, and parents.
2. Supervise and monitor students in the lunchroom.
3. Maintain order.
4. Enforce safety and security in designated lunch areas.
5. Establish and maintain a safe and cooperative attitude in the lunchroom.
6. Understand and enforce the lunchroom rules and procedures.
7. Carry out discipline procedures as defined by the building principal.
8. Record any student behavior that is not acceptable and/or appropriate.
9. Submit a written report of any lunchrooms injuries to the building principal as soon as they occur.
10. Perform first aid/CPR if necessary.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Hearing (66-100%)</th>
<th>Speaking (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing (66-100%)</td>
<td>Carrying (33-66%)</td>
<td>Writing (33-66%)</td>
</tr>
<tr>
<td>Walking (66-100%)</td>
<td>Stooping (33-66%)</td>
<td>Bending (33-66%)</td>
</tr>
<tr>
<td>Required to work outside in inclement weather conditions.</td>
<td>Lifting Up to 75 lbs. with assistance (Up to 33%)</td>
<td>Acceptable Attendance</td>
</tr>
</tbody>
</table>

MENTAL DEMANDS REQUIRED:
| Problem Solving (66-100%) | Verbal Communication (66-100%) |

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Clipboard, whistle, pens/pencils, gloves, and all other tools and equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**
1. Demonstrated ability to communicate effectively with students, staff, and parents.
2. Demonstrated ability to effectively apply techniques in working with students in the area of behavior management.
3. Must possess current First Aid/CPR certification, or be able to acquire within 30 days.
4. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

<table>
<thead>
<tr>
<th>Variable</th>
<th>Days Per Year (Includes Holidays)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variable</td>
<td>Hrs. Per Day</td>
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</tbody>
</table>

PSE: ______________________________________  Date: ________________

District: ______________________________________  Date: ________________

**Revised Date:** 12/20/16
**Classification:** Paraeducators
**Class:** Class I
**Display on Web?** Yes

Lunchroom Monitor