

Gridley Unified School District Job Description

JOB TITLE: NOON SUPERVISOR
SALARY LEVEL: 2
DEPARTMENT: School Site
REPORTS TO: Site Administrator

UNIT: Classified
LOCATION: School Site
BOARD APPROVED: 07/19/2023

SUMMARY: The Noon Supervisors are responsible for maintaining a safe eating environment for all students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitors the grounds and /or eating areas to insure the safety of students.
- Provides a consistent pattern of supervision on the school grounds.
- Enforces the school rules concerning proper behavior of children.
- Maintains a respectful and courteous attitude toward children.
- Handles all minor behavior problems as they occur.
- Provides minor first aid.
- May occasionally assist in the organization and implementation of yard activities.
- Encourages all children to participate in organized, healthy activities.
- Recognizes and advises the principal of any situation or condition that might pose a threat to the health, safety and/or well being of students.
- Cooperates and communicates with other school staff, public, parents, and students to promote a positive school climate.
- Maintains sanitary personal habits and a clean, neat appearance.
- Performs other related duties as assigned by Supervisor.

QUALIFICATIONS 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 general education degree (GED); experience working with children is desirable.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram, or schedule form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS: District First Aid and CPR training is required and will be provided.

OTHER SKILLS AND ABILITIES: Ability to communicate and interact with staff, students, parents, and others in an open, friendly, business-like manner.

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 is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, and crouch or crawl.

The employee must occasionally lift and/or move up to 10 pounds. However, while lifting amounts above 10 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

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 regularly works in outside weather conditions. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to extreme cold and extreme heat, and wet and/or humid conditions. The noise level in the work environment is usually moderate to loud.