

OVERVIEW	
JOB TITLE	Noon Duty Aide
GENERAL DESCRIPTION	Provide supervision of students during their lunch period.
REQUIREMENTS	<ul style="list-style-type: none"> Must possess a high school diploma or equivalency. Prefer some experience working with children.
POSITION DETAILS	
ESSENTIAL DUTIES	<ul style="list-style-type: none"> Be able to comprehend and follow directions. Communicate clearly in oral and written form. Have general knowledge of children and their development. Demonstrate an ability to solve problems and make decisions. Demonstrate good listening skills. Possess skills for working with people, relating to children. Demonstrate an ability to initiate and complete tasks. Other duties may be assigned by the administration.
OTHER DUTIES	<ul style="list-style-type: none"> Direct and manage students through the lunch process: dismissing them to the lunch line, out to the school yard, back into the school building. Interact with the students. Be familiar with the Lunch Hour Guidelines and Consequences for Lunch Hour Misconduct. Consult with the administrators about student performance. Clean tables and sweep the floor. Other duties may be assigned.
CURRENT CLASS SCHEDULE	<ul style="list-style-type: none">

