

JOB DESCRIPTION

POSITION

NOON SUPERVISOR

DUTIES AND RESPONSIBILITIES

1. Diligently observe students so their health and welfare is protected. Supervisors are expected to cover all of the assigned areas by spreading out to different parts of the yard
2. Respond to students needs for assistance
3. Display a positive attitude towards children by recognizing positive behavior (Good News telegrams, verbal praise, etc.)
4. Enforce fairly and consistently the school rules by following through on consequences as described in the discipline code
5. Keep informed concerning school and district policies and procedures and to comply with them
6. Keep teachers, secretary, and principal informed
7. Perform other duties assigned by the Principal

MEASUREMENT/EVALUATION OF EFFECTIVE PERFORMANCE

1. Successful accomplishment of duties and responsibilities listed above
2. Compliance with school and district policies and procedure

