

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
Position Description

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Title:	Noon Duty Supervisor	Reports to:	Principal
Department:	Assigned School	Classification:	Classified
FLSA:	Non-Exempt	Work Year:	As assigned by Supervisor
Board Approval Date:	March 25, 2004	Salary:	Noon Duty / Unit Noon Duty Miscellaneous Salary Schedule

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Definition:

Under the general supervision of the Principal, the Noon Duty Supervisor assists school staff in ensuring the safety and well-being of students during noon-time eating and playground activities.

Essential Functions:

(Duties include but are not limited to the following):

- Supervise students during noon-time eating and playground activities.
- Model and explain appropriate behavior to students.
- Maintain a harmonious atmosphere in the eating area.
- Recognize potential problems and take appropriate action to prevent incidents.
- Mediate disagreements among students.
- Maintain order in assigned area and refer student discipline issues to teacher/administrator.
- Refer students for first aid as necessary.
- Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of:

- Interpersonal relationship skills using tact, patience and courtesy, especially as they relate to students.
- Appropriate playground and eating area conduct.
- Established guidelines for dispute resolution and student disciplinary action.
- Oral and written communication skills.
- Precautions to prevent exposure to blood borne pathogens.

Ability to:

- Supervise students during noon-time playground and eating activities.
- Relate effectively to students and staff.
- Recognize and defuse potential problems and take appropriate action to prevent incidents.
- Follow established guidelines for dispute resolution and student disciplinary action.
- Communicate effectively in English.

Working Conditions:

Outdoor playground areas; indoor and outdoor eating areas.

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Physical Requirements:

- Adequate vision for supervising students during activities and preparing written reports as necessary.
- Hearing and speaking to relay information, direct students' activities and behavior, and resolve disputes.
- Standing, walking and climbing up and down stairs and ramps on a continual basis to monitor student activities.
- Flexibility of fingers, hands and arms to write or key reports as necessary.
- Light to moderate lifting.

Education and Experience:

Any combination of training, experience and education equivalent to graduation from high school. Prefer previous experience working with students in an organized setting.

Approval:

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Superintendent

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Date

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Assistant Superintendent, Human Resources

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Date