

JOB DESCRIPTION: **LUNCHTIME ACTIVITY ADVISOR**

QUALIFICATIONS:

- 36159656. Valid New Jersey Instructional Certificate or Elementary Education certification or eligibility
- 36159657. Ability to maintain a positive environment
- 36159658. Strong interpersonal and communication skills
- 36159659. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- 36159660. Required head concussion training.

REPORTS TO: Superintendent

SUPERVISES: Playground aides and pupils during lunch recess activities.

JOB GOAL: To supervise students during lunch recess, maintaining a safe, orderly environment to help pupils develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.

PERFORMANCE

RESPONSIBILITIES:

- 36160256. Organizes and supervises scheduled activities for students during the lunch recess period.
- 36160257. Provides direction and maintains communication with lunch/playground aides.
- 36160258. Ensures the safety and well-being of students.
- 36160259. Assumes responsibility for students under his/her supervision.
- 36160260. Promotes good sportsmanship and enforces all rules and regulations.
- 36160261. Helps children learn to resolve conflicts in a constructive and non-threatening manner.
- 36160262. Provides students with direction in the solving of any conflicts should they arise.
- 36160263. Complies with Board-adopted medical procedures.
- 36160264. Reports emergencies to the school nurse and principal immediately.
- 36160265. All accident reports must be filed with the school nurse within 24 hours or the next school day.
- 36160266. Performs other duties related to the student activities which may be assigned.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the board of education.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

Approved: May 17,
2004

