

# Stow-Munroe Falls City School Dis

## NOONTIME ASSISTANT - Woodland, 1.5 hrs/day - 9 mo's/year (1432)

### JOB POSTING

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#### Job Details

*Title*

**NOONTIME ASSISTANT - Woodland, 1.5 hrs/day - 9 mo's/year**

*Posting ID*

**1432**

*Description*

#### **STOW-MUNROE FALLS CITY SCHOOL DISTRICT**

##### **JOB DESCRIPTION**

Due to internal movement.

##### **Title:**

**NOONTIME ASSISTANT**

**Reports to:** Principal

**Job Objective:** Monitors students during lunch periods and recess.

**Minimum** · High school diploma or GED.

**Qualifications:** · Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).

- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and all board policies.
- Valid state department of education permit appropriate for the assignment.
- Self-directed, congenial disposition, and strong diplomacy skills.

**Essential** · Checks/confirms assignments. Carefully follows directions. Seeks advice when expectations are

**Functions:** unclear. Takes the initiative to perform routine tasks independently.

- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district.
- Promotes effective communications and reliable service. Uses problem-solving techniques to tactfully address questions/concerns. Refers district policy/procedure questions to administrators.
- Patrols assigned areas to maintain visibility and student contact. Communicates rules to students. Keeps supervisors informed about persistent behavior problems.
- Encourages social interactions among students. Supports an inclusive educational environment that enables students with disabilities to participate in appropriate peer group activities.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Greets and directs visitors to the office.
- Cleans up spills and deals with other conditions that may contribute to an accident.
- Performs assigned cafeteria duties (e.g., washing tables, picking up trash, sweeping floors, restocking stocking vending machines and/or other dispensers, etc.).
- Assists other staff as needed to deal with unexpected or urgent situations.
- Substitutes for food service staff during absences when properly trained.
- Promotes the proper use, care, and security of school property. Reports vandalism, graffiti, equipment malfunctions, equipment malfunctions, and other related concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Learns how to operate fire/safety equipment. Documents all injuries that require medical attention.
- Respects personal privacy. Maintains the confidentiality of privileged information.

- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities** The following personal characteristics and skills are important for the successful performance

**Required:** of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Performs duties efficiently with limited supervision. Strives to meet deadlines.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**NOON-TIME ASSISTANT**

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**Working** To promote safety, employees are expected to exercise caution and comply with safety regulations

**Conditions:** and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks quickly.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

**Performance** Job performance is evaluated according to policy provisions and contractual agreements adopted

**Evaluation:** by the Stow-Munroe Falls City School District Board of Education.

The Stow-Munroe Falls City School District is an equal opportunity employer. This document identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. Employee performance is evaluated according to board policy, administrative procedures and current contractual agreements.

*Shift Type*

**Part-Time**

*Salary Range*

**\$14.54 / Per Hour**

*Location*

**WOODLAND ELEMENTARY**

**Applications Accepted**

*Start Date*

**08/20/2024**

*End Date*

**08/24/2024**