

Coventry Local Schools

Job Posting



TO: CLASSIFIED PERSONNEL **Position available to current employees, current substitutes & outside applicants**
FROM: GEORGE FISK, SUPERINTENDENT
DATE: MAY 19, 2023
SUBJECT: LUNCH RECESS ASSISTANT – COVENTRY ELEMENTARY

In reference to Section 7.1 of the Union negotiated agreement, there are three (3) positions available for Lunch Recess Assistants at Coventry Elementary School.

These positions are 2 hours per day 11:40 am - 1:40 pm – student days only, Monday through Friday. The base rate of pay is \$11.06 per hour.

Qualified applicants: If you meet the requirements and are interested in applying for this position, please apply by visiting our district website and apply through Applitrack by Friday June 2, 2023.

FUNCTION OF JOB

Under the general supervision of the superintendent and direct supervision of the building principal, the lunch recess assistant is to supervise the students and to maintain proper safety procedures while at lunch and/or on the noon recess.

DUTIES

1. Assist in enforcing all school lunch procedures and playground rules.
2. Report flagrant misconduct to the principal.
3. Assist in enforcing all school indoor rules when inclement weather keeps students in building.
4. Inspect and report all unsafe playground equipment or conditions to the school office.
5. Control and report to the principal all unsafe games and actions taking place during recess.
6. Report all injuries to the principal and to the office. If necessary, the lunch recess assistant is to seek the assistance of the office or to accompany the injured student to the office.
7. In the absence of other help, the lunch recess assistant may provide first aid (band aids, ice packs, etc.) when needed but administer no medication.
8. Fill out accident reports as requested by office.
9. Assist students with opening lunch containers and packets
10. Assist students with carrying lunch trays, backpacks, and other items when needed
11. Perform all duties as assigned by the building principal.

WORKING CONDITIONS

1. The recess assistant must be able to stand for three or more consecutive hours
2. The recess assistant must be able to lift up to 25 pounds
3. The recess assistant must be able to work in various outside weather conditions, specifically summer and winter weather conditions

QUALIFICATIONS

1. High school diploma or equivalent.
2. Qualify for Ohio educational aide certification. (ORC 3319.088)
3. Demonstrate an interest and aptitude for the work to be performed.
4. Must relate to students and adults in a positive manner.