

Coventry Local Schools

Job Posting



TO: CLASSIFIED PERSONNEL **Position available to current employees, current substitutes & outside applicants**
FROM: GEORGE FISK, SUPERINTENDENT
DATE: JANUARY 3, 2024
SUBJECT: LUNCH/RECESS ASSISTANT – COVENTRY ELEMENTARY SCHOOL

In reference to Section 7.1 of the Union negotiated agreement, there are three vacancies available for Lunch Recess Assistants at Coventry Elementary.

These positions are for 2 hours per day, student days only from 11:40 a.m. to 1:40 p.m. The base rate of pay is \$12.06 per hour.

Current staff and current substitutes: If you meet the requirements and are interested in applying for this position, please apply by completing an **Intent of Interest Form**. (No Emails) Send to Mr. Daniel Savage, Principal of Coventry Elementary, 3089 Manchester Rd., Akron 44319. Deadline to apply is 3:00 p.m. Friday, January 26, 2024.

Intent of Interest Form: available at the Central Office, on our website or in each of the school offices.

Outside 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 January 26, 2024.

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. Perform all duties as assigned by the building principal.

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.