

FY 2009 QUESTION NUMBER: 6

QUESTION:

Provide the job description for lunch hour aides and provide data on any safety issues, incidents, or complaints involving lunch hour supervision.

BUDGET PAGE REFERENCE: 1-7

ANSWER:

The job description for lunch hour aides is as follows:

MONTGOMERY COUNTY PUBLIC SCHOOLS CLASS DESCRIPTION	
OFFICIAL TITLE: Lunch Hour Aide Perm 10 Months	CODE: 6490
WORKING TITLE:	GRADE: 7
SUMMARY DESCRIPTION OF CLASSIFICATION: Under general supervision, monitors student activities and behavior on the playground and during student lunch periods. Monitors class during testing or brief absence of teacher; may assist teachers in classroom activities, and perform general clerical tasks.	
MINIMUM QUALIFICATION STANDARDS	
KNOWLEDGE, ABILITIES, AND SKILLS: Knowledge of applicable school regulations, practices and procedures, or the ability to rapidly acquire such knowledge. Knowledge of games appropriate for play during recess. Some knowledge of the field of child development. Some knowledge of student behavior management techniques. Ability to effectively communicate with students, staff and others. Ability to effectively monitor elementary students and to supervise playground and recreational activities. Ability to communicate with students during lunch periods. Considerable patience and demonstrated skills in working with children. Excellent human relations skills.	
EDUCATION, TRAINING, AND EXPERIENCE: Graduation from high school and some experience working with children of elementary school age. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.	
CERTIFICATE AND LICENSE REQUIREMENTS: First aid and CPR certificate desirable.	
PHYSICAL DEMANDS: (Special requirements such as lifting heavy objects and frequent climbing.) Ability to patrol for extended periods of time and during all types of weather. Ability to supervise playground/recreational activities, including the enforcement of safety rules, appropriate behavior standards and playground/cafeteria rules and procedures.	
SPECIAL REQUIREMENTS: (Frequent overtime or night work required, etc.)	

MONTGOMERY COUNTY PUBLIC SCHOOLS CLASS DESCRIPTION	
OFFICIAL TITLE: Lunch Hour Aide Perm 10 Months	CODE: 6490
WORKING TITLE:	GRADE: 7
None	
PAID OVERTIME: Yes	
EXAMPLES OF DUTIES AND RESPONSIBILITIES:	
<p>Monitors and supervises elementary students on the playground and during lunch periods. Supervises playground/recreational activities, including the individual use of equipment and participation in group games. Maintains order and decorum in the cafeteria, reinforces student manners, eating habits, and cleanup procedures. Enforces safety rules, appropriate behavior standards, and school playground/cafeteria policies. Attends to students experiencing difficulties or engaging in antisocial behavior. Provides a safe environment for students during playground and lunch periods. Provides for students' emergency first aid needs during playground and lunch periods. May perform basic clerical work for teachers, including filing, copying, and general paperwork. Monitors classroom during testing or brief absence or unavailability of the teacher, as assigned. May occasionally provide assistance to teachers in classroom activities.</p> <p>Manages inventory and control of playground/recreational, and instructional equipment and materials during playground and lunch periods. Performs related work as assigned.</p>	
Class Established: 10/87	
Date(s) Revised: 8/88, 7/92, 1/93, 7/93	

Data on safety issues, incidents, or complaints involving lunch hour supervision is not maintained as a discrete set. There have been, however, 45 serious incidents reported to date during the 2007–2008 school year to the Office of School Performance that occurred on playgrounds. These incidents are most commonly reports of minor injuries requiring medical attention (student falling off playground equipment or incurring minor injuries during play). Every fall the Office of School Performance receives many reports of concern regarding playground supervision from both principals and community members.