



**Lunch Monitor**  
**School Administration**

**Title**

Lunch Monitor – School Administration

**Scope of Responsibilities**

The Lunch Monitor for the Halifax Regional Centre for Education provides support and assistance to students for lunchtime activities. The Lunch Monitor will oversee students in a variety of settings including the classroom, lunch area, and outside play areas. The lunch monitor may be required to use a variety of indoor and outdoor games and activities together with effective strategies to help provide quality support to students during the noontime break. The Lunch Monitor works in a team environment and reports directly to the School Principal or designate.

**Competencies Required**

A Lunch Monitor in the Halifax Regional Centre for Education shall have the following competencies:

- (a) The ability to supervise children in a variety of settings;
- (b) The ability to treat all students in a respectful, responsible and fair manner;
- (c) The ability to demonstrate appropriate responses to student initiated interactions;
- (d) The ability to demonstrate fair and sound judgment when coping with chaotic or conflict situations;
- (e) The ability to take direction;
- (f) The ability understand and follow school policies and procedures;
- (g) The ability to work both independently and as a collaborative team member;
- (h) The ability to monitor and employ standard health practices when dealing with food items;
- (i) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;
- (j) The ability to work and communicate effectively within the Halifax Regional Centre for Education including parents/guardians, staff and students;
- (k) The desire and ability to engage in skills upgrading;
- (l) The ability to maintain confidentiality as the norm in all issues related to students, parents/guardians and school.

**Qualifications**

- (a) Experience working with children and/or youth;
- (b) First Aid training considered an asset;
- (c) A current Criminal Records Check with Vulnerable Sector Check and Child Abuse Registry Search Results issued within six months of employment.

**Specific Job Components**

A Lunch Monitor in the Halifax Regional Centre for Education shall perform tasks as are assigned by the Principal or designate. These tasks may vary, from time to time, with the evolution of the organization and may include but not be limited to the following:

- (a) Supervise students to ensure a safe environment;
- (b) Monitor students in the playground, cafeteria, washrooms, and other areas within the school to ensure student behavior complies with school code of conduct and procedures;
- (c) Provide feedback on his/her observations of students to the Principal;
- (d) Assist students getting ready for outside play and/or activities;
- (e) Perform hallway supervision duties as required;
- (f) Assist students with getting ready for lunch (i.e. warming food if a microwave is available);
- (g) General clean-up/pick-up after lunch (not to interfere with or replace custodial tasks);
- (h) May be required to distribute medication under standard procedures at the direction of the Principal;
- (i) Oversee outside play and/or activities;
- (j) Other duties as required.