



**Halifax Regional
School Board**

JOB DESCRIPTION

**Lunch Monitor
EXCEL Childcare Program**

Title

Lunch Monitor – EXCEL Childcare Program

Scope of Responsibilities

The Lunch Monitor for the EXCEL Childcare Program provides support and assistance to students for lunchtime activities under the direction of the Head Lunch Monitor. The Lunch Monitor will oversee students in a variety of settings including the classroom, lunch area, and outside play areas and may be required to conduct a variety of indoor and outdoor games and activities. Consistent with Department of Education and Halifax Regional School Board policies, the Lunch Monitor will work within an established accountability framework to ensure quality support to students during the noontime break. Working collaboratively within a team environment, the Lunch Monitor will demonstrate a strong commitment to the planning for improvement process in support of student learning and reports directly to the Regional Supervisor, EXCEL Program.

Competencies Required

The Lunch Monitor in the EXCEL Childcare Program 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 and respond to instruction from supervisory staff;
- (f) The ability to monitor and employ standard health practices when dealing with food items;
- (g) The ability to apply knowledge and experience of health and safety requirements;
- (h) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding and human rights;
- (i) The ability to work & communicate effectively within the Halifax Regional School Board including parents, staff and students;
- (j) The ability to work effectively as part of a team;
- (k) The ability to promote and maintain confidentiality as the norm;
- (l) The desire and ability to engage in on-going training and professional development.

Qualifications

- (a) Experience working with children and/or youth;
- (b) Valid First Aid/CPR certification considered an asset.

Specific Job Components

The Lunch Monitor in the EXCEL Childcare Program shall perform tasks as are assigned by the Head Lunch Monitor. These tasks may vary, from time to time, with the evolution of the organization and include but not be limited to the following:

- (a) Supervise students to ensure a safe environment;
- (b) Complete daily attendance sheets;
- (c) Reporting of incidents and accidents through established forms and procedures;
- (d) Provide feedback on his/her observations of students to the Head Lunch Monitor, Regional Supervisor or Principal;
- (e) Assist students getting dressed for outside play and/or activities;
- (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 or Regional Supervisor;
- (i) Provide feedback on his/her observations of students to the Head Lunch Monitor, Supervisor or Parent;
- (j) Address parent and school staff inquiries;
- (k) Distribution of EXCEL program literature as required;
- (l) Oversee outside play and/or activities;
- (m) Attend and participate in staff meetings and training sessions as required;
- (n) Other duties as required by Head Lunch Monitor/Regional Supervisor.

Coordinator, EXCEL Childcare Program

Date