



# Tecumseh Local Schools

9760 West National Road  
New Carlisle, Ohio 45344  
(937) 845-3576

Paula Crew  
Superintendent

Denise L. Robinson  
Treasurer

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## ANNOUNCEMENT OF VACANCY FOR THE 2021-2022 SCHOOL YEAR

### Lunchroom Monitor - Tecumseh Middle School 1.75 hrs/day

[10:45 AM - 12:30 PM]

**Posting Date**

September 14, 2021

**Application Deadline**

Until Filled

**Beginning Date**

As Soon As Possible

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**Qualifications:** High School Diploma or equivalent;  
Complies with drug-free workplace rules, board policies and administrative guidelines/procedures;  
Must pass BCI/FBI Criminal Background Check;  
Demonstrates a sincere desire to aid all students; and  
Good health, high moral character and good attendance.  
See attached job description for additional details regarding qualifications and job duties.

**Required\*  
Application  
Materials:** Letter of interest;  
Current Resume;  
District classified application form;  
Signed criminal history check authorization form; and  
Signed release of employment information authorization form.

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*Each of the above application requirements is important in establishing a complete file on all applicants and only applicants with complete files will be considered for interviews.*

*\*Internal applicants need only submit letter of interest and current resume.*

**Mail or deliver  
the requested  
materials to:** Mrs. Paula Crew, Superintendent  
9760 W National Road, New Carlisle, Ohio 45344  
Phone: (937) 845-3576  
Email: paula.crew@tecumsehlocal.org

*The Tecumseh Local School District is an Equal Opportunity Employer*

***Learning for All ~ Whatever it Takes!***

**TECUMSEH LOCAL SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** LUNCHROOM AIDE/MONITOR

**File 803**

**Reports to:** Principal and Assistant Principal

**Job Objective:** Monitors students during lunch periods.

- Minimum Qualifications:**
- High school diploma or GED.
  - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
  - A record free of criminal violations that would prohibit public school employment.
  - Complies with drug-free workplace rules and all board policies.
  - Valid state department of education permit appropriate for the assignment.
  - Self-directed, congenial disposition, and strong diplomacy skills.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks/confirms assignments. Carefully follows directions. Seeks advice when expectations are unclear. Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- Promotes effective communications and reliable service. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Patrols assigned areas to maintain visibility and student contact. Communicates cafeteria rules to students. Keeps supervisors informed about persistent behavior problems.
- Encourages social interactions among students. Supports an inclusive educational environment that enables students with disabilities to participate in appropriate peer group activities.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Greets and directs visitors to the office.
- Cleans up spills and deals with other conditions that may contribute to an accident.
- Performs assigned cafeteria duties (e.g., washing tables, picking up trash, sweeping floors, restocking stocking vending machines and/or other dispensers, etc.).
- Assists other staff as needed to deal with time constraints and unexpected or urgent situations.
- Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, equipment malfunctions, and other related concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Learns how to operate fire/safety equipment. Documents all injuries that require medical attention.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities Required:** The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require performing repetitive tasks quickly.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance Evaluation:** Job performance is evaluated according to policy provisions and contractual agreements adopted by the Tecumseh Local School District Board of Education.

The Tecumseh Local School District Board of Education is an equal opportunity employer. This job description identifies general duties and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events. Rev. 10/04