



## **Rowland Hall Beginning School Beginning School Lunchroom-Playground Monitor and AM Enrichment Assistant**

The Beginning School is hiring for several Lunch Monitor positions with the option to be hired additionally as the AM Enrichment Assistant

**Reports to:** Beginning School Principal

**Preferred Qualifications:**

Enjoys working with children  
High School graduate with some college education

**Lunch Monitor Job Summary:** Supervise children in the lunchroom, on the playground, and in the classroom, ensuring their safety and promoting good behavior.

**Hours:** 11:15 am-12:45 pm daily, with free lunch provided at 11:00 am. Lunch must be eaten before work with children.

**Wage:** \$15.00 per hour, paychecks are issued twice a month

**Mission:** We inspire students to lead ethical and productive lives through a college preparatory program that promotes the pursuit of academic and personal excellence.

**Responsibilities for Lunch Monitors:**

Check in at the front desk, pick up your orange vest, whistle, and key  
Complete duties as assigned

**Lunch Room:**

- Set up at 11:15

- Help set up the lunch room for the children, disinfect the tables, arrange chairs, position the supply cart
- Meet the children at the classroom door at 11:25 am
- Walk the children to the dining area, assist children to find their seats, ensure hands are washed, and help them eat a healthy lunch

### **Lunch Time:**

- Circulate around the children offering to open containers; interact with students, and engage them in conversation
- Best practices in early childhood education encourages adults to sit with children at tables, engaging in conversation and modeling appropriate behavior when possible
- Children with food allergies are indicated on a placemat
- Try to anticipate needs
- Remind the children to sit with their feet on the floor and tummies up to the table
- Help the children remain seated until their lunch is completed
- Quiet conversations are encouraged, this is a relaxing time for students
- Encourage a calm and enjoyable eating environment
- We have two sessions of lunch service so careful use of time is important
- Children may look at books, draw, play with quiet games at the tables when finished eating
- Tables need to be wiped down after eating for the next group

### **Playground Supervision:**

- Safety on the playground is critical
- Know the playground rules and enforce them
- There is a teacher on the playground to support you if needed
- Adults need to monitor the complete playground, circulate around the area to prevent dangerous play, to help settle conflicts, and to be alert. Please do not stand and chat with other adults
- The playground has four gates, Be sure they remain closed
- Children are not allowed inside the toy shed, Adults take the toys outside

- If an accident occurs, an accident report must be filled out and given to the principal
- Discuss any unusual behavior with the teacher or principal
- Children are expected to wear a sunhat, and it helps to have our monitors wear one as an example
- Children are expected to put all toys and trikes away before returning to their classroom
- Classroom teachers will give you instructions for time in the classroom

#### **Clean-up Routine 12:30-12:45**

- Sweep floor, restack chairs, wipe down tables and return to the closet, replace set up cart, mop the floor

#### **List of Responsibilities For AM Enrichment Assistant**

- Hours: 7:00-8:45 am
- Support the lead teacher in all ways
- In case of an absence of the lead teacher assume the lead teacher responsibilities
- Be prepared for a 7:15 am start with sign-in table (adults must sign in please), breakfast table, cozy arrangement with multiple choices of activities
- Receive children and their parents warmly and help with any separation issues
- 8:25 am Escort children to their classrooms
- Clean up until 8:45 am

**Absences:** Absences present difficulties for us. If for some reason you are unable to come, prompt and early notification is critical. Please call the Administrative Assistant to arrange a substitute: 801 924-2977

**If interested, please email resume and cover letter to Administrative Assistant Linda Quinn at [lindaquinn@rowlandhall.org](mailto:lindaquinn@rowlandhall.org).**

*NAEYC Accreditation*

*We are accredited by the National Association for the Education of Young*

*Children and support the highest standards of quality for young children and early childhood professionals.*

***Equal Employment Opportunity***

*Rowland Hall believes that each individual is entitled to equal employment opportunity without regard to sex, color, race, ancestry, religion, national origin, sexual orientation, age, physical disability, medical condition, marital status, veteran status, or any other characteristic protected under federal or state anti-discrimination laws (“Protected Status”). Rowland Hall’s equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline and all other terms, conditions, and privileges of employment.*

***Notice of Nondiscrimination***

*Rowland Hall does not discriminate on the basis of physical ability, race, religion, gender, sexual orientation, gender identity, or national or ethnic origin in its admission, financial aid, or employment policies or in the administration of educational, athletic, or other school programs.*

Updated: 7/17