

Almont Community Schools

Almont Middle School Lunch and Recess Aide

Qualifications

- High school diploma or G.E.D. required
- Ability to establish positive relationships with students and work collaboratively with staff
- Demonstrated aptitude for supervising and supporting children in a safe and respectful manner
- Ability to communicate effectively, remain calm under pressure, and exercise sound judgment
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To

Building Administrator(s)

Job Goal

To help establish and maintain a safe, orderly, and positive environment in the cafeteria, hallways, and playground while promoting respectful behavior and student well-being.

Responsibilities

- Supervise students during lunch, recess, and transitions to ensure a safe and orderly environment
- Organize and direct students in serving lines, seating areas, and dismissal procedures
- Assist students as needed during meal periods
- Circulate throughout the cafeteria and playground to provide active supervision and respond to student needs
- Promote positive student behavior and reinforce school expectations using appropriate behavior management strategies
- Facilitate inclusive games and activities and encourage positive peer interactions
- Maintain and monitor playground equipment and report any safety concerns to administration
- Supervise students indoors during inclement weather and assist with classroom, hallway, gymnasium, or other assigned areas as needed
- Communicate student concerns, injuries, safety issues, or repeated behavioral concerns promptly to the building administrator or designated staff member
- Follow district policies, emergency procedures, and health and safety protocols
- Participate in required training and professional learning opportunities
- Maintain confidentiality and professionalism in all interactions with students, families, and staff
- Perform other duties as assigned by the Principal or designee

Terms of Employment

- Per AESPA Contract
- Hours: 9:45 a.m. - 12:15 p.m. Monday through Friday

Evaluation

Performance shall be evaluated annually based on the performance of assigned duties and established performance expectations.

Updated: July 2026