



626 Phillips
Clawson, MI 48017
248.655.4400
FAX: 248.655.4422

INTERNAL/EXTERNAL POSTING

POSTING DATE: August 1, 2024

POSITION: **LUNCH MONITOR – Paraprofessional II
Clawson Elementary School**

MINIMUM
QUALIFICATIONS: High School Diploma or equivalent
Ability to work with children

HOURLY RATE: \$14.00

HOURS: 2.0 hours per day – 5 days per week

QUALIFICATIONS:

- High school graduate or equivalent
- Ability to work effectively with staff, students and parents
- Some experience in working with elementary students preferred
- Positive reinforcement skills
- First aid/CPR classes preferred
- Analyze situations accurately and adopt an effective course of action
- Satisfactory responses to all school safety, unprofessional conduct, and reference checks
- Ability to choose among a limited number of alternatives in solving routine problems

ESSENTIAL DUTIES AND RESPONSABILITIES

- Supervise all students during lunch and recess periods
- Enforce school rules, policies and regulations concerning the safety, well-being and proper behavior of students; maintain order and awareness of student safety and well-being.
- Exercise patience and kindness to all students
- Direct and respond appropriately to students
- Occasionally work with students who may exhibit aggressive behavior, have medical or health needs or have physical or emotional disabilities
- Maintain a safe and orderly environment at all times
- Report accidents, injuries, or other incidents to the main office; alert the Principal or a teacher to any concerns arising with a student or students
- Correct or report conditions hazardous to the health and safety of children
- Work with students indoors and outdoors with varying weather conditions
- Establish and maintain a friendly, cooperative and effective relationship with students, school administrators and the community
- All other duties as assigned

APPLICATION PROCEDURE – INTERNAL:

AN **INTERNAL CANDIDATE** is considered to be a member of the Paraprofessional bargaining unit **only**. Internal Candidates please submit a letter of interest via Tracy.Gaulzetti@clawsonschools.org by August 8, 2024 at 4:00 p.m.

EXTERNAL APPLICATION PROCEDURE

APPLICATION
PROCEDURE:



*Please apply through Oakland Human Resources Consortium:

<https://www.applitrack.com/oaklandschools/onlineapp/default.aspx?choosedistrict=true&applitrackclient=46158>

*Please **DO NOT** mail or bring copies of your application materials to the district or any school office unless specifically requested. The district no longer retains or utilizes paper documents in the initial screening process and unsolicited materials will not be retained.

APPLICATION
DEADLINE:

Until filled

Clawson is an equal opportunity employer and fully subscribes to the principles of Equal Opportunity. The Civil Rights Act of 1964 and State and Local Laws prohibit discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, transgender status, age, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs, services, activities, or employment practices.