

**PORT HURON AREA SCHOOL DISTRICT
DEPARTMENT FOR HUMAN RESOURCES**



NOTICE OF NON-CERTIFIED VACANCY

Noon Hour Supervisor

**Please Post
M-195**

January 8, 2018

Building:	Keewahdin Elementary School
Position:	Noon Hour Supervisor
Qualifications:	See Posting
Hours/Times/Calendar:	10:45 – 1:15 daily
Effective:	Immediately
Allocation:	1.219.11.1111.1653 25% / 2/219.11.0000.1653 75%

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APPLICATION PROCEDURE:

Internal Applicants
(Current District Employees)

*Persons interested in being considered for any position must indicate their interest via email to the Human Resources Department on or before **4:00 p.m., January 18, 2018.***

PLEASE INCLUDED #, POSITION, AND LOCATION ON ALL CORRESPONDENCE

Send to: humanresource@phasd.us

Patricia Wachtel, Human Resource Manager 

External Applicants

Please Apply On-Line on or before **January 18, 2018, or until filled at**

https://hr.phasd.us/Job_List.aspx

Any bids received after the date and time stated above will not be accepted.

*If you choose to withdraw your bid, you must do so in writing and submit it as stated above.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

TITLE

Noon Hour Supervisor

SECTION M-1

FUNCTIONS

1. The Noon Hour Supervisor's duties and responsibilities are to assist the building principal with the conduct of the lunch time feeding of students including (but not limited to) the following:
 - a. Help the principal maintain student order during lunch time.
 - b. Help the principal with identification of students entitled to free and/or reduced price lunches.
 - c. Help the principal collect lunch money from students.
 - d. Assist the principal in unloading and distributing prepackaged food and/or beverages.
 - e. Assist the principal in distributing cookies, chips, etc., in circumstances where the task cannot practicably be carried out by the regular Food Service Personnel.
2. Other duties and responsibilities as may be assigned by the immediate supervisor.
3. Conducts himself/herself in a professional manner commensurate with his/her position, and projects a good public image of the School District in dealing with the community and employee groups.

QUALIFICATIONS

1. High School Diploma or GED.
2. Ability to relate to people
3. Personable.
4. Experience in working with children and adults is desirable but not necessary.

Must be able to pass a qualifying physical examination

SELECTION COMMITTEE

EVALUATED BY

SUPERVISING ADMINISTRATOR

SALARY DATA

AS PER NEGOTIATED AGREEMENT

ALLOCATION(S)

FORM DATA

PHASD FORM NO. AIS-OM-4

Ad. Off. Serv.

July 2013