

SUPPLEMENT PERFORMANCE RESPONSIBILITIES

TITLE: Teacher - Lunch Supervision

QUALIFICATIONS:

- Valid Florida Educator's Certificate
- Pre-K Handicapped teaching assignment or other Exceptional Student Education assignment that requires the teacher's daily assistant and/or supervision of students during lunch.

REPORTS TO: Principal

SUPERVISES: N/A

JOB GOAL: To assist and supervise students in need of individual training and help during mealtime.

PERFORMANCE RESPONSIBILITIES:

- Required to eat lunch with students.
- Provide assistance to students during mealtime, as needed.
- Teach students the basics of feeding themselves and table manners.
- Provide the necessary supervision to maintain a safe environment at all times.

TERMS OF EMPLOYMENT:

- Annual Appointment by Principal
- Approval of Assistant Superintendent for Human Resources.

EVALUATION: By Principal

PAYMENT:

- Paid at the end of school year.
- # of Days Worked x Hourly Rate x \$0.50.

Approved by: _____ Date: _____
(Principal)

Reviewed and agreed to by: _____ Date: _____
(PRINT – Employee's Name)

Reviewed and agreed to by: _____ Emp. ID #: _____
(Employee's Signature)

**IRS REGULATIONS REQUIRE A WITHHOLDING RATE OF 28%
ON ALL SUPPLEMENTAL PAY AS OF JANUARY 1, 1994.**

Form Number: PER 213.001
New Date: 5/19/14