Wolf Branch School District #113
410 Huntwood Road
Swansea, Illinois 62226

Phone (618) 277-2100
District Fax (618) 235-2376 Elementary Fax (618) 277-9786 Middle School Fax (618) 277-5461

Dr. Nicole Sanderson, Superintendent
Mrs. Jennifer Poirot, Elementary Principal
Mrs. Lisa Brentlinger, Director of Student Services
Mrs. Jamie Cox, Middle School Principal

Position Title: Playground/Lunchroom Supervisor
Reports to: Building Principal
FLSA Class: NON-CERTIFIED: NON-EXEMPT
Effective Date: 8/13/2026

SUMMARY:

Facilitate a safe, recess environment, emphasizing fair play.

QUALIFICATIONS:

He/she shall meet any job requirements as stated in the local School Board policies or operating procedures as outlined by the Superintendent.

1. High School Diploma or equivalent required.
2. Must possess a valid driver's license.
3. Ability to understand and follow basic oral and written instructions.
4. Basic understanding and experience with personal computers and programs.
5. Enforce school regulations and policies in a professional manner.
6. Ability to maintain good working relationships with fellow employees and students.
7. Ability to communicate to students, parents, and staff in a respectful/courteous manner.

TERMS OF EMPLOYMENT:

Hourly Rate of Pay: $15.00/Hour
Possible Days: 174 days per school year, may be prorated depending on hire date.
Working Hours: Approximately 2-3 hours per day
Further Terms of employment to be established by the Board of Education

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Circulate throughout recess area to monitor student behavior during recess, stressing respect for others and the recess equipment.
2. Ensure student safety.
3. Intervene when student behavior is deemed unsafe.
4. Handle minor student issues according to infraction. Consequences may include, but are not limited to: verbal reprimand, removal from activity, removal from student interaction for remainder of recess.
5. Inform the principal of serious student discipline issues that may arise.
6. Must be able to lift, push or pull objects up to 20-30 pounds on a regular and repetitive basis and lift, push or pull objects on an occasional basis of 40 or more pounds.

7. Must be able to speak, hear, see, write, walk, climb, stand, stoop, kneel, bend, twist, turn, push, pull and reach (above head and below knees) on a regular and repetitive basis.
8. Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Must be able to lift, push or pull up to 35 pounds on a regular repetitive basis and over 65 pounds on an occasional basis.
- Must be able to speak, hear, see, write, walk, climb, stand, stoop, kneel, bend, twist, turn, push, pull and reach (above head and below knees) on a regular and repetitive basis.
- Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties.

ADDITIONAL SKILLS:

1. Well organized, maintains confidentiality, and attention to details
2. Knowledge of school environment
3. Knowledge of parliamentary procedure
4. Demonstrate experience and proficiency with technology
5. Have excellent relationships with administration, employees, students, parents, and the public
6. Maintain a positive attitude
7. Use sound judgment
8. Have excellent attendance and promptness
9. Highly dependable and trustworthy
10. Adaptable when necessary

EVALUATION:

Annually by: Building Principal

INTERESTED PARTIES

Please submit the following information ASAP–Job will remain open until filled:

1. Cover letter noting current position, educational background and professional experience
2. Updated resume with IEIN number to verify certification
3. Updated list of 3-5 references (personal and professional)
4. *Transcripts only need to be submitted upon request.

Please submit information to:

Jennifer Poirot, Elementary School Principal **or** **Josh Johnson, Assistant Principal**
jpoirot@wbsd113.org jjohnson@wbsd113.org