



# ALLEN PARK PUBLIC SCHOOLS

*an uncompromising commitment to excellence*

Riley Education Center  
9601 Vine, Allen Park, MI 48101  
ph (313) 827-2125 • fx (313) 827-2171  
dawson@appublicschools.com

Michael S. Dawson  
Director of Human Resources

## Internal/External Posting

**TO:** External Candidates

**FROM:** Michael S. Dawson

**SUBJECT:** JOB POSTING(S)

**DATE:** August 29, 2018

Please be advised that the following **para pro position(s)** are now open for hire:

**Lunchroom Aid - Bennie Elementary**

**11:15AM- 1:15PM (10 hours/week)**

**\$10.48/hour**

**Lunchroom Aid - Lindemann Elementary**

**11:15AM- 1:15PM (10 hours/week)**

**\$10.48/hour**

**Lunchroom Aid/Hallway Supervision – Allen Park High School**

**10:40AM- 12:40PM (10 hours/week)**

**\$10.48/hour**

**For external candidates**, External candidates should submit a letter of interest and resume, highlighting their experience and qualifications for this position. Please email to dawson@appublicschools.com

If you have any questions or concerns, please contact the Personnel Office at 827-2105.

cc: Building Principals  
Robin Partrich, President Local 142

# **Lunchroom Staff Responsibilities for the Playworks Program**

- Positive attitude about the program by being a positive role model including positive language and body language
- Attending all school meetings
- Being responsible for helping with bulletin boards, games, rules, and posters that need to be created or displayed
- Reinforcing the go and stop words
- Making the transition from classroom to recess (Example: have students walk like a penguin, ice skating, line up in order of first name, etc.)
- Reinforcing cafeteria expectations
- Organizing a variety of games during recess time
- Constantly reinforcing rules and engaging with students during games
- Using attention getters (Example: rhyme clap, can you hear my voice?)
- Check email and mailbox daily for reminders and information

**Remember that the success of this program is a team effort!**

As a member of the elementary lunch and recess team, you are expected to implement the items above with fidelity. Thank you for your support and cooperation to ensure that all of our students have access to the social, emotional, and physical benefits of play.