



Position vacancy announcement

Title: Part-Time Lunch Monitor (10:30am-1:30pm)

Reports to: Principal

Anticipated Start Date: August 17, 2026

Location: PCS Central

About our schools

Provident Charter School (PCS) Central in Pittsburgh, PA is a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. Our students are bright yet struggle with topics such as reading, writing and sequencing. PCS Central opened at the start of the 2016-2017 and has students in Grades 2-8. Located on the city's North Shore, the school enrolls about 330 students from over 42 districts in the Pittsburgh area. A second location, PCS West, opened in Baden, PA for the 2023-2024 school year. The listed position is for PCS Central.

About this position

Provident Charter School is seeking a dependable and attentive Part-Time Lunch Monitor to supervise students during lunch and help maintain a safe, orderly, and positive environment.

The Lunch Monitor will support students as they transition to and from the cafeteria, reinforce school expectations, assist with minor student needs, and work collaboratively with teachers, administrators, and other school staff.

Required Qualifications

- High school diploma or equivalent.
- Ability to effectively supervise and interact with students in Grades 2–8.
- Ability to communicate clearly and respectfully with students and staff.
- Ability to secure all relevant and necessary clearances.
- Reliable attendance and punctuality.

Professional Responsibilities

- Supervise students during lunch periods and transitions to and from the cafeteria.
- Maintain a safe, orderly, and positive environment by reinforcing school expectations.
- Monitor student interactions, respond to behavioral or safety concerns, and report incidents promptly.
- Assist students with minor needs and support cafeteria procedures, including seating, cleanup, and dismissal.
- Collaborate with school personnel and maintain student confidentiality.
- Perform other related responsibilities as assigned by the Principal.

Terms of Employment: Part-time, ten-month position; 10:30 a.m.–1:30 p.m. (3 hours daily) on regularly scheduled student days.

Evaluation: Performance of this position will be evaluated by the Principal.

Salary and benefits:

- Hourly rate: \$15/hour
- Part-time employees are not eligible for benefits.

How to Apply

Interested candidates should email a resume to Elizabeth Swartz, Director of Human Resources, at eswartz@providentcharterschool.org.

Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.