

SCHOOL MONITOR

Minimum Qualifications: None required.

Reports to: Building Principal

Essential Job Function-Distinguishing Features of the Class:

This is work of ordinary difficulty involving responsibility for assisting teachers or other staff members by performing assigned routine non-teaching tasks including the supervision and care of children. Since there are definite limits on the type and complexity of assignments, the class of School Monitor differs in that respect from Teacher Aide, which usually involves duties of greater difficulty generally requiring specific skills or abilities. A School Monitor does related work as required.

Performance Responsibilities-Typical Work Activities:

1. Assists teacher in supervising recreation and lunch periods and study halls.
2. Guides children safely across streets and intersections.
3. Maintains order in gymnasiums, locker rooms, swimming pools, and buses.
4. Oversees students passing between classes, in locker rooms, on the premises, and on buses before and after school.
5. Issues athletic supplies and equipment.
6. Helps children in lower grades with wearing apparel.
7. May perform simple clerical duties under close supervision.

Full Performance, Knowledges, Skills, Abilities, and Personal Characteristics:

Ability to get along well with children and command their respect; some knowledge of first aid methods; familiarity with classroom routine; good powers of observation; tact; courtesy; good judgment; patience; physical condition sufficient to perform the essential functions of the position.

Terms of Employment: 10 month position

Evaluation: Performance is evaluated by the Building Principal or Administrator

Special Requirement For Appointment In School Districts / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.