

Vacancy

POSITION: School Monitor

LOCATION: To be determined

GENERAL DATA: Assists teachers by performing assigned routine non-teaching tasks including the supervision of student activities. Does related work as required.

WORK YEAR: 10 Months (This can vary as we have 30 hour monitors as well)

SALARY: depends on number of hours work

All letters of application must be received by: **Ongoing**

For additional information call: Director of Human Resources
951 Hoffman Street
Elmira, New York 14905
(607) 735-3024

R. Van Keuren
Director of Human
Resources and
Employee Relations
951 Hoffman Street
Elmira, NY 14905
(607) 735-3000
Fax: (607) 735-3002

As required by Title IX of the Educational Amendments of 1972, the City School District of the City of Elmira, NY hereby notifies all applicants for admission and employment, students and parents of students, employees, sources of referral of applicants for admission and employment of all unions and professional organizations holding collective bargaining of professional agreements with it that it does not discriminate on the basis of sex in the educational programs or activities which it operates and that is required by Title IX and Part 86 not to discriminate in such matter. All inquiries concerning the application of Title IX and Part 86 shall be addressed to Personnel Administrator, 951 Hoffman Street, Elmira, NY 14905 or to the Director of the Office of Civil Rights of the Department of Health, Education and Welfare.

SCHOOL MONITOR

Department: Schools
Classification: Non-Competitive, Pending NYS Approval
Adopted: 06/04/84
Revised: 10/04/99
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This is work of ordinary difficulty involving responsibility for assisting teachers 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. Does related work as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Monitors student behavior, by moving about the building and the school grounds, before, during and after school;
- Supervises recreation activities, lunch periods and study halls;
- Maintains order in hallways, gymnasiums, locker rooms and swimming pools;
- Guides children safely across streets and intersections;
- Encourages and reinforces positive student behavior, according to general conduct expectations;
- Reports student conduct problems to the appropriate member(s) of the school staff in a timely manner, according to reporting procedures;
- Maintains a log of problems that occur so that school personnel can take corrective action;
- Develops brief incident reports as may be requested by the building principal;
- Participates in activities that support positive student behaviors, i.e. parent conferences;
- Performs simple clerical duties under close supervision;
- May help children in lower grades with wearing apparel;
- May issue athletic supplies and equipment;
- May render elementary first aid treatment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good general intelligence; ability to get along well with children and command their respect; some knowledge of first aid methods; clerical aptitude; neat personal appearance; familiarity with classroom routine; good powers of observation; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

Dear Applicant:

The Elmira City School District is pleased to acknowledge your interest in our District. Before you may be considered for employment, your application file must be complete. A complete file includes the following:

- 1. Completed Civil Service Application**
- 2. Letter of interest and resume**
- 3. Three written and signed current letters of reference not more than three years old. The references may include one personal reference but at least two professional references must be submitted.**
- 4. Copy of your high school diploma/transcripts or GED**
- 5. If you are applying for a position that requires a professional license and or first aide and CPR this must be provided at the time of application.**

When all of these pieces of information are on file in the Personnel Office, your application will be considered complete. Application materials are kept in our active file for a period of one year.

If you have any questions or concerns, please contact the Personnel Office at (607) 735-3020. Thank you for your interest in the Elmira City School District.

Very truly yours,

**Robert F Van Keuren
Director of Human Resources
& Employee Relations**

RVK/ljd

FINGERPRINT FEE NOTICE

To the Prospective Employee:

New York State requires fingerprinting of all school district employees, which currently costs \$94.25.

It is the responsibility of the employee to pay this fee, and it should be paid at the time of hire using a Visa, MasterCard or debit card. If the prospective employee does not have a credit/debit card, prepaid cards may be purchased at most local grocery stores or pharmacies. Please make sure your card is activated prior to your fingerprinting appointment with our district's Human Resource Department.

If you have any questions or concerns regarding this payment of the fingerprinting fee, please contact the Human Resources director at 607-735-3038.