

## **SCHOOL MONITOR**

**Department:** Schools  
**Classification:** Non-Competitive  
**Adopted:** 06/04/84  
**Revised:** 10/04/99; 7/7/08  
**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.