

## **SCHOOL MONITOR**

**Distinguishing Features of the Class:** This work of ordinary difficulty involving responsibility for assisting teachers by performing assigned routine tasks including the supervision and care of children. Oversees students in corridors, playgrounds, locker rooms, athletic arenas, and other congregational areas. 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**

- Oversees students passing between classes, in locker rooms, and on premises immediately before and after school;
- Guides children safely across streets and intersections;
- Has charge of supplies and equipment for athletics;
- Helps children in lower grades with wearing apparel;
- Helps maintain order in classrooms, study halls, and other student areas;
- Assists teachers with play supervision and with lunches;
- Performs incidental minor clerical duties as assigned;
- Issues athletic supplies and equipment;
- May render elementary first aid treatment;
- Maintains order in study rooms, on student buses, at athletic events and other school-related activities.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **Full Performance Knowledges, Skills, Abilities and/or Personal Characteristics:**

- Ability to be firm, yet courteous with the public;
- Ability to get along well with children and command their respect;
- Knowledge of first aid methods;
- Clerical aptitude;
- Neat personal appearance;
- Familiarity with classroom routine;
- Good powers of observation;
- Tact, courtesy, general intelligence and good judgment;
- Physical condition commensurate with the demands of the position.

**Minimum Qualifications:** Any combination of training and experience indicating ability to effectively perform the responsibilities of the position.

06/10/81

03/03/05

CLASS:        LABOR