

DISTINGUISHING FEATURES OF THE CLASS: This position involves helping school teachers and administrators in routine non-teaching duties including directing pupils and visitors in and around school buildings and facilities. The class of School Monitor differs from that of Teacher Aide in that the latter generally assists teachers in a classroom setting while the School Monitor generally functions outside the classroom maintaining order. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Provides oversight and/or personal assistance to students in the hallways, bathrooms, locker rooms and other areas in school buildings and on school grounds as required and monitors student movement for evidence of unusual or disruptive behavior;

Assists teachers in supervising recreation, lunch periods and study halls;

Reports all instances of intervention and observation of unusual activity to Building Principal;

Escorts students from one location to another, may also include streets and intersections, including before and after school;

Directs visitors to various offices within the school;

Maintains order in gymnasiums, locker rooms, and swimming pools;

May issue athletic supplies and equipment;

May help children in lower grades with wearing apparel;

May patrol parking lots, being alert for unauthorized individuals and vehicles;

May perform simple clerical duties under close supervision;

May render elementary first aid treatment;

Secures custodial assistance when necessary;

May be required to assist in the cleanliness of tables and floors in cafeteria/dining room and

may perform other basic housekeeping tasks;

Attends and participates in meetings of the school monitors.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good general intelligence; ability to get along well with school aged population and the general public; some knowledge of first aid methods; maturity; neat personal appearance; familiarity with classroom routine; clerical aptitude; good powers of observation; tact; courtesy; and good judgment.

MINIMUM QUALIFICATIONS: None required