## CLERK - SCHOOL MONITOR (SPANISH SPEAKING)

<u>GENERAL STATEMENT OF DUTIES</u>: Performs clerical work of average difficulty and assists school teachers in routine non-teaching duties including pupil supervision; does related work as required.

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: Under supervision, performs a variety of clerical duties of average difficulty, requiring limited judgment and responsibility in the carrying out of prescribed procedures and which requires the incumbent to work half-time or better. The use of automated systems equipment, when used as a tool for filing or obtaining information, is not a distinguishing factor in classification. In addition, this position also requires the incumbent to assist teachers in routine non-teaching tasks. Incumbents interact with a significant number if Hispanic visitors or students and must be fluent in both the Spanish and English languages, providing interpretive and information services.

#### EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both the Spanish and English languages, providing interpretive and information services for Spanish speaking students and/or parents;

Receives and screens applications, vouchers or other forms for accuracy of content and compliance with procedural and regulatory requirements;

Sorts, indexes and files documents, reports, vouchers, correspondence and other material;

Furnishes routine information to inquirers at a public counter, over the telephone or by form letter;

Opens, sorts and distributes mail;

Checks papers such as applications, vouchers, or other forms for accuracy and content;

Maintains number index, cross-indexes and files office correspondence and other material;

Maintains simple files, receiving, entering and tabulating correspondence, legal documents and other papers;

Assists in proofreading and, as required, may translate material into the Spanish language;

Requisitions and issues stationery, forms, records and other office supplies;

Assists in taking inventories and in making necessary reconciliation with records;

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

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

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## EXAMPLES OF WORK: (Illustrative Only) (Continued)

Issues athletic supplies and equipment;

Oversees students passing between classes and in locker rooms and on premises before and after school;

Guides children safely across streets and intersections;

Helps children in lower grades with wearing apparel.

## REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

## CLERICAL ASPECTS:

Familiarity with office procedures, including the use of basic office equipment, labor saving devices and filing systems; skill in filing, in posting to simple records and in making simple arithmetical computations; accuracy in making and checking records, ability to read, write and converse fluently in both the Spanish and English languages; ability to read, speak and listen to the Spanish language at a level sufficient to pass a Spanish language proficiency test; resourcefulness in locating information and compiling summaries of data from office records; clerical aptitude; ability to get along well with others.

#### MONITOR ASPECTS:

Some knowledge of first aid methods; familiarity with classroom routine; ability to get along well with children and command their respect; good general intelligence; good powers of observation; tact; courtesy; good judgment; physical condition commensurate with the duties of the position.

<u>MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE</u>: Graduation from high school or possession of a high school equivalency diploma.

<u>SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS</u>: <u>In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter</u> <u>180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates</u> <u>for appointment in school districts must obtain clearance for employment from the State</u> <u>Education Department prior to employment based upon a fingerprint and criminal history</u> <u>background check.</u>