

SCHOOL MONITOR

GENERAL STATEMENT OF DUTIES: Performs a variety of non-teaching duties in overseeing student activities and maintaining order in school buildings, (school district) public libraries, on school grounds and playgrounds, and at street crossings; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an employee in this class performs responsible work in the supervision of students requiring the exercise of good judgment and the ability to get along well with children, youths, and/or young adults. Work requires the employee to be able to maintain discipline among students in a courteous but firm manner. The class of School Monitor differs from that of Teacher Aide in that the latter assists teachers in a classroom setting, while the School Monitor generally functions outside the classroom maintaining order.

EXAMPLES OF WORK: (Illustrative Only)

Oversees and monitors student behavior by walking hallways, campus grounds, locker rooms, and cafeteria to ensure students are proceeding to their classes in an orderly manner;

Oversees and monitors behavior of children, youth and/or young adults in a library setting, if assigned to a school district library;

Helps maintain order in classrooms, library, gymnasiums and on school grounds by removing students in the event of unruly behavior;

Guides students safely across streets and intersections;

Aids students in lower grades with wearing apparel;

Takes attendance and searches for students who are on campus but not in assigned class;

Controls traffic while school buses are arriving and departing;

May have charge of supplies and equipment for locker rooms and swimming pools;

May have charge of rest periods;

May assist teachers with supervision during recess and lunch periods;

May render elementary first-aid treatment;

May perform miscellaneous clerical duties as assigned, e.g., maintain attendance records;

May function as a representative for students to bring issues/concerns to the attention of teachers, counselors, and administration.

EXAMPLES OF WORK: (Continued)

May function as a "guide" for members of the community who wish to tour a school district's campus and/or classes.

When Assigned in Special Act School Districts:

Monitors interactions between students, intervening when a situation appears to require it, by providing crisis prevention and intervention, for example, when a disagreement appears to be escalating into a physical altercation;

Provides crisis prevention and intervention where appropriate;

Assists staff in crisis prevention;

Prepares and maintains routine event records and daily and weekly logs, including attendance, incident reports, AWOLS, Out of Program students, time outs, etc.;

Maintains a controlled environment for students and staff in the school buildings and campus;

May participate in escorting or transporting assigned students between classes, within the school, on the grounds or to other areas;

May testify at Superintendent's hearings, as required;

May perform other related duties as assigned by school administrators.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Skill in dealing with children and youths with behavioral and/or emotional problems; ability to gain and hold the confidence of, and to maintain a patient and understanding attitude toward students; ability to maintain order in classrooms/library and to enforce school regulations with firmness, tact, and impartiality; ability to establish good working relationships with students, parents, school personnel and the general public; ability to successfully complete therapeutic crisis intervention training; ability to keep simple records and to make reports; ability to understand and follow oral and written instructions; ability to administer basic first aid; good judgment; mental alertness; good powers of observation; tact and courtesy; physical condition commensurate with the duties of the position.

MINIMUM TRAINING AND EXPERIENCE: None, but experience in overseeing the activities of children and/or teenagers is desirable. Preference may be given to applicants possessing a Therapeutic Crisis Intervention Certificate.

SPECIAL REQUIREMENTS:

1. Depending on assignment, must successfully complete Therapeutic Crisis Intervention Training.
2. Depending on assignment, possession of a valid license to operate a motor vehicle in New York State.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.