

SCHOOL MONITOR

6090

(Exempt)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for performing a variety of routine tasks related to the control of student behavior on school premises. An employee in this class monitors student behavior in corridors, locker rooms, lounges and assemblies to maintain order. Assignments may be scheduled during regular daytime hours in an elementary or high school or in the evening for night school or special assemblies. Work is performed under the direct supervision of a teacher or school administrator. Does related work as required.

TYPICAL WORK ACTIVITIES

Oversees students on school premises before during and after school.

Helps maintain order in corridors, classrooms, and lunchrooms in the school building or on school property.

May be responsible for security procedures such as: checking the condition of classrooms and securing doors and windows after classes have ended.

May do typing and other miscellaneous clerical duties as assigned.

May assist during registration by performing a variety of tasks to assist administration.

FULL PERFORMANCE KNOWLEDGES SKILLS ABILITIES AND PERSONAL CHARACTERISTICS

Ability to understand and follow oral and written instructions.

Ability to get along effectively with students.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

None.