

Department: School Districts
Classification: Labor
Grade: _____

SPEC DISK H3
DOCUMENT 70

SCHOOL MONITOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for helping school teachers by assisting in routine non-teaching duties including pupil supervision. This is work of ordinary difficulty involving responsibility for assisting teachers by performing assigned routine tasks including the supervision and care of children. 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. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists teachers in supervising recreation and lunch periods and study halls;
Guides children safely across streets and intersections;
Maintains order in gymnasiums, locker rooms and swimming pools;
Oversees students passing between classes and in locker rooms and on premises before and after school;
Issues athletic supplies and equipment;
Helps children in lower grades with wearing apparel;
May perform simple clerical duties under close supervision;
May be assigned to ride the school bus to assist special ed students, assisting these students on and off the bus as may be necessary;
May render elementary first aid treatment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good general intelligence; ability to get along well with children and command their respect; some knowledge of first aid methods; clerical aptitude; neat personal appearance; familiarity with classroom routine; good powers of observation; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None are required. However, completion of a grade school course and experience with children are desirable.

Revised
7/11/03