



TITLE	Student Monitor
REPORTING	Director of Student Services
LOCATION	Ortega campus
TYPE OF POSITION	Full-Time, Non-Exempt, Start Date: August 23 rd 2019

OVERVIEW

The Lycée Français de San Francisco (LFSF) is seeking a Student Monitor for our San Francisco Ortega Campus that shares our values and commitment to our students and community.

Located in San Francisco, LFSF is a French Immersion, independent, co-educational, college preparatory day school of 950 students in grades preK-12. For more information about our school, please visit: www.lelycee.org

Comprehensive and generous benefits package: medical and dental insurances, vacation, ...

RESPONSIBILITIES

- Welcome students in the morning,
- Supervise students during lunch and after school (lunch rooms, courtyard, hallways...),
- Supervise classes when teachers are absent or during free periods,
- Help the students with their school work in cooperation with the teachers,
- Control that students take their respective bus,
- Monitoring attendance and tardiness of students,
- Maintain security and order,
- Implement mediation proceeding (listen to the students, help resolve conflicts, assist the students in finding the right persons to talk to...),
- Report incidents,
- Make sure students keep the common areas clean (lobby, hallways, locker areas, student lounge, courtyard),
- Take part in the school life by being involved in its bodies (student council, internal rule committee, solution team...) and by offering educational activities to the students,
- Handle the replacement sheet,
- Other duties as considered applicable to the Student Services' office may be added.

QUALIFICATIONS

- Bilingual English/French Preferred
- Effective in communicating with parents and children
- Ability to work well within a team and independently
- Demonstrated ability to anticipate and solve problem in a timely manner
- Personable, and understanding, dependability and reliability
- Able to sit or stand for extended periods of time
- Able to lift supplies and materials weighing up to 25 pounds.

Salary is commensurate with level of education and experience.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, long term disability and retirement benefits.

The successful applicant will be required to provide proof of authorization to work in the U.S. and to comply with fingerprint check.

LFSF is an Equal Opportunity Employer; those who would add to the diversity of our staff are strongly encouraged to apply.

Interested candidates should send their resume and cover via:

<https://www.lelycee.org/about/jobs>