

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### TIME-OUT ROOM MONITOR

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Two (2) years of college preferred.
- (3) Awareness of social interaction by students and understanding methods of control techniques.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Positive interpersonal skills. Knowledge of state statutes, regulations, and policies dealing with student discipline and control. Ability to interact favorable with students, parents, and teachers. Knowledge of school rules.

#### REPORTS TO:

Assistant Principals

#### JOB GOAL

To assist the Principal and Assistant Principals in maintaining an orderly and safe campus environment conducive to learning.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Supervise the time-out room.
- \* (2) Report inappropriate behavior in time-out room to appropriate administrator.
- \* (3) Immediately report serious infractions of school rules to administration.
- \* (4) Maintain records of students assigned to the time-out room.
- \* (5) Maintain records of after school detentions.
- \* (6) Facilitate the distribution and collection of work to assigned students.
- \* (7) Act as a liaison between teachers and administration concerning student discipline.
- \* (8) Assist in maintaining discipline throughout the student body.
- \* (9) Manage and control student behavior, including intervening physically when required.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.

#### PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TIME-OUT ROOM MONITOR(Continued)**

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 5**

**Flagler Schools Strategic Framework – Student & Community Engagement**