

**CUMBERLAND REGIONAL SCHOOL DISTRICT
BRIDGETON, NEW JERSEY**

JOB DESCRIPTION

DISCIPLINE MONITOR

JOB GOAL

To monitor students who have received discipline consequences for a set time.

QUALIFICATIONS

1. Valid New Jersey Instructional or Educational Services Personnel Certificate.
2. Available to work during assigned hours.
3. Required criminal history check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Supervise students who received disciplinary consequences.
2. Provide work to students for In-School Suspension.
3. Take attendance and read the rules as provided at the beginning of each session, report late entries as instructed.
4. Escort students to bus or parent pick-up area at the end of the session for after-school detention.
5. Provides driver with list of students and addresses for after-school detention.
6. Adheres to the policies, regulations, and procedures of the Board of Education.
7. Perform other tasks and assume duties that are appropriate as may be assigned by the Principal, Superintendent of Schools or Board of Education.

ESSENTIAL SKILLS/ABILITIES

1. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels.
2. Excellent interpersonal skills with the proven ability to maintain professionalism and tact in high-stress situations.
3. Strong supervisory and leadership skills to manage and control the students.
4. Attention to detail with a focus on thoroughness and quality.
5. High integrity and ethical standards.
6. Ability to traverse school facility and grounds.

REPORTS TO

Principal or Designee.

TERMS OF EMPLOYMENT

As determined by the Board of Education.

EVALUATION

Performance of this job will be evaluated by the Principal or Designee.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **October 28, 2021**