

Job Title: **Student Monitor**  
 Job Family: **School Based Support**  
 Pay Program: **Classified**  
 Typical Work Year: **9 months**

Job Code: **080317**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **No**  
 Pay Range: **G 1**

**SUMMARY:** Monitor students during lunch, recess, study hall, in-school and/or after school detention. Assist and support with individual behavior management. Provide assistance for students requiring additional educational guidance; take attendance; provide activities for students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary based on building assignment.*

| Job Tasks Descriptions  | Frequency      | % of Time   |
|---|----------------|-------------|
| 1. Monitor large groups of students during lunch, recess, study hall, in-school and/or after school detention. Monitor students in cafeteria waiting in line and while eating, ensuring all students have something to eat. Assist students in opening/closing containers during lunch. Communicate and demonstrate behavioral expectations/manners appropriate to setting. Assist students in composting food, recycling containers and throwing away trash in an orderly and respectful manner. Work with students to line up safely from the lunchroom and when reentering the building. Take attendance in study hall and In-After School Suspension/Detention. | D              | 75%         |
| 2. Assist and support with student behavior management following district guidelines and direct guidance of the direct supervisor. Communicate behavioral concerns to administration. Provides assistance for students requiring additional educational guidance.   | D              | 10%         |
| 3. Assess playground for security and condition of equipment and reports concerns to the appropriate staff member. Ensure safety of students under all conditions.  | D              | 10%         |
| 4. Perform other job-related duties as assigned.  | Ongoing        | 5%          |
|   | <b>TOTAL =</b> | <b>100%</b> |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent preferred.
- No experience required. One-year experience providing general supervision to students or within a classroom environment preferred.
- Experience with working with school age children preferred.
- Must be a minimum of 18 years old.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to promote and follow Board of Education policies, District Policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse backgrounds.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to manage multiple tasks with frequent interruptions.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- None required.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

|                    | POSITION TITLE                   | JOB CODE |
|--------------------|----------------------------------|----------|
| <b>Reports to:</b> | Principal or Assistant Principal | Varies   |

|                        | POSITION TITLE                                       | # of EMPLOYEES | JOB CODE |
|------------------------|--|----------------|----------|
| <b>Direct reports:</b> | This job has no direct supervisory responsibilities. |                |          |

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| PHYSICAL ACTIVITIES:                            | Amount of Time |           |            |          |
|---|----------------|-----------|------------|----------|
|   | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand   |                |           |            | X        |
| Walk  |                |           |            | X        |
| Sit   |                | X         |            |          |
| Use hands and fingers, to handle and/or or feel |                |           | X          |          |
| Reach with hands and arms                       |                |           | X          |          |
| Climb or balance                                |                | X         |            |          |
| Stoop, kneel, crouch, or crawl                  |                | X         |            |          |
| Talk  |                |           | X          |          |
| Hear  |                |           |            | X        |
| Taste   | X              |           |            |          |
| Smell   |                | X         |            |          |

| WEIGHT and FORCE DEMANDS: | Amount of Time |           |            |          |
|---------------------------|----------------|-----------|------------|----------|
|                           | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds           |                | X         |            |          |
| Up to 25 pounds           | X              |           |            |          |
| Up to 50 pounds           | X              |           |            |          |
| 51 to 100 pounds          | X              |           |            |          |
| More than 100 pounds      | X              |           |            |          |

| MENTAL FUNCTIONS:    | Amount of Time |           |            |          |
|----------------------|----------------|-----------|------------|----------|
|                      | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare              |                | X         |            |          |
| Analyze              |                | X         |            |          |
| Communicate          |                |           |            | X        |
| Copy                 | X              |           |            |          |
| Coordinate           |                | X         |            |          |
| Instruct             |                | X         |            |          |
| Compute              | X              |           |            |          |
| Synthesize           | X              |           |            |          |
| Evaluate             |                |           | X          |          |
| Interpersonal Skills |                |           | X          |          |
| Compile              | X              |           |            |          |
| Negotiate            |                | X         |            |          |

| WORK ENVIRONMENT:                     | Amount of Time |           |            |          |
|---------------------------------------|----------------|-----------|------------|----------|
|                                       | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X              |           |            |          |
| Work near moving mechanical parts     | X              |           |            |          |
| Work in high, precarious places       | X              |           |            |          |
| Fumes or airborne particles           | X              |           |            |          |
| Toxic or caustic chemicals            | X              |           |            |          |
| Outdoor weather conditions            |                |           | X          |          |
| Extreme cold (non-weather)            | X              |           |            |          |
| Extreme heat (non-weather)            | X              |           |            |          |
| Risk of electrical shock              | X              |           |            |          |
| Work with explosives                  | X              |           |            |          |
| Risk of radiation                     | X              |           |            |          |
| Vibration                             | X              |           |            |          |

| VISION DEMANDS:   | Required |
|---|----------|
| No special vision requirements.                           |          |
| Close vision (clear vision at 20 inches or less)          |          |
| Distance vision (clear vision at 20 feet or more)         | X        |
| Color vision (ability to identify and distinguish colors) |          |
| Peripheral vision   | X        |

| <b>VISION DEMANDS:</b>  | <b>Required</b> |
|-------------------------|-----------------|
| Depth perception        | X               |
| Ability to adjust focus | X               |

| <b>NOISE LEVEL:</b> | <b>Exposure Level</b> |
|---------------------|-----------------------|
| Very quiet          |                       |
| Quiet               |                       |
| Moderate            | X                     |
| Loud                |                       |
| Very Loud           |                       |