



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## After School Administrative Detention (ASD) Monitor

(Approved: 8/25/2014, Rev. 04/28/2016)

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### Qualifications:

1. Minimum of an Associate's Degree.
2. Experience in working with adolescents.
3. Hold appropriate endorsements.
4. Ability to establish and maintain effective working relationships with students, other employees and administration.

### Scope of Responsibility:

Monitoring the behavior of students assigned to administrative detention; enforcing established rules and regulations.

### Reports to:

High School Principal and/or designee

### Performance Responsibilities:

1. Monitor students who have been assigned to after school administrative detention.
2. Take attendance daily and submit report to administration and clerical staff.
3. Explain behavioral expectations to the students and hold them accountable.
4. Monitor and report inappropriate behavior by students to administration.
5. Students are NOT permitted to leave ASD until 4:00 pm and escort students to the buses at the end of After School Detention.
6. Recognize and identify activities or situations which have or may become a problem or emergency requiring immediate attention.
7. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

### Employment conditions:

Contract year:	September 1 to June 30
Job Family	Schedule: B, Class: D
Pay Grade/Compensation Structure:	G20
Evaluation:	In accordance with Board policy
Job Code:	N/A