Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **ELEMENTARY CAMPUS MONITOR**
Department: School Site
Reports To: Site Administrator or Supervisor

SUMMARY:
Under the direction of the applicable administrator or supervisor, provides supervision over schoolchildren during meal periods, before and after school, and other related assignments as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Supervise and assist children during meal periods in the cafeteria
- Wipe tables
- Maintain order, report behavior problems, and assist in the school operations as directed by the appropriate administrator or supervisor
- Supervision of children on the playground
- Encourages and promotes courtesy among children
- Ensures that safety rules are obeyed
- Acts as game leader in the playground area
- Maintains order and proper discipline in halls, playgrounds, or other assigned areas
- Ensures children receive first aid and prepares accident reports when children are injured
- Other monitoring duties, such as crossing guard supervision, as assigned by site administrator

QUALIFICATION REQUIREMENTS:
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.

EDUCATION and/or EXPERIENCE:
High school diploma or general education degree (GED).

LANGUAGE SKILLS:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, administrators, and other employees of the organization.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:
Previous work in child care. Ability to develop effective working relationships with student**s**, staff and the school community. Ability to supervise children. Basic first aid techniques.

PHYSICAL DEMANDS:
The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel or crouch.

The employee must occasionally lift and/or move up 25 pounds. The employee must be able to push items of 50 pounds such as moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee is continuously responsible for the safety, and well-being of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Revised, Board Approved 02/04/2025