



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

SUMMARY: Monitor students during study hall and/or after school detention. Assist and support with individual behavior management. Provide assistance for students requiring additional educational guidance, take attendance; monitor student missing work; provide additional activities for students. Assist in additional Associate coverage when support is needed.

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
1. Potential to supervise students during study hall, including assisting with homework, monitoring computer usage, keeping physical student counts and whereabouts, completing behavior sheets, and documenting behaviors.	D
2. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.	D
3. Maintain familiarity with the Student Handbook and corresponding expectations around attendance, discipline policy and building behavioral expectations. Administer warnings to students and refer them to administration for disciplinary action.	D
4. Potential to monitor the interior and exterior of the school building before, during, and after school to ensure the safety of students and staff and to ensure the security of the facilities.	Ongoing
5. Assist school personnel with preventative discipline by explaining school rules to students and informing students of acceptable student behaviors.	Ongoing
6. Assist School Resource Office and building administration in working with students.	Ongoing
7. Physical requirements include regular walking, standing, and occasional physical lifting.	Ongoing
8. Perform other duties as assigned by the administration.	Ongoing

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- 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 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
Reports to:	Principal or Assistant Principal	Varies

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	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		
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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
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	