

**SCHOOL MONITOR**

**TOMPKINS COUNTY**

**Department** Various School Districts

**Classification** Labor

**Labor Grade** TC-3 Grade A

**Approved** \_\_\_\_\_

**Revised** 4/00; 10//01; 01/03

**By** HH, Commissioner of Personnel

**DISTINGUISHING FEATURES OF THE CLASS:**

A School Monitor is responsible for performing routine non-teaching tasks including the supervision and care of students and visitors as necessary. An incumbent in this class may be assigned to monitor student activity at any campus location, at crosswalks/intersections, or on a school bus. School Monitors may be required to direct traffic, assist with parking, patrol school district buildings, parking lots and grounds in order to ensure student safety by serving as a deterrent to criminal activity or violations of school rules by being visible and observant. Safety/security issues, traffic/parking problems, maintenance problems and/or equipment failures noted while on patrol will be reported to the appropriate personnel in a manner commensurate with the urgency of the situation. There are definite limits on the type and complexity of duties assigned to School Monitors. This class differs from that of Teacher Aide in that the duties of Teacher Aide are generally more difficult and require specific skills or abilities, usually in a classroom setting. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Assists teachers in supervising students before school, during recreation periods, lunch periods, study halls, and after school;
- Guides children safely across streets and intersections;
- Maintains order in school facilities, on school grounds or on school busses;
- Oversees students passing between classes and in locker rooms and on premises before and after school;
- Ensures the safety of students and others by monitoring and directing traffic in school controlled parking lots;
- Serves as a deterrent to criminal activity by patrolling the campus, being visible and observant;
- May issue athletic supplies and equipment;
- May help children in lower grades with wearing apparel;
- May perform simple clerical duties under close supervision;
- May render elementary first aid treatment;
- May be required to operate a motorized lift or elevator for wheel chair bound students;
- May, under close supervision of the classroom teacher, work with small groups or individuals.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of first aid methods;
- Ability to get along well with, and command the respect of, students and adults;
- Clerical aptitude;
- Good general intelligence;
- Neat personal appearance;
- Familiarity with classroom routines;
- Good powers of observation;
- Tact, courtesy, and good judgment are required;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

There are no minimum qualifications for this position, but completion of high school and experience with children is desirable.

