

BEREA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **STUDENT MONITOR**

File 428

Reports to: Principal

Job Objective: Supervises students during recreational periods.

Minimum Qualifications:

- High school diploma. Valid state department of education permit appropriate for the assignment.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Commitment to keep current with skills essential to the objectives of the position.
- Consistently dependable and flexible. Open to performing new responsibilities.
- Ability to interact comfortably and confidently with the public.
- Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid may be required as a condition of employment.

Essential Functions:

The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Supports opportunities for students to quietly pursue personal interests. Communicates playground and indoor recess rules. Emphasizes fair play and courtesy. Mediates impasses.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Provides appropriate student supervision as directed.
- Uses walkie-talkie to maintain communication with the office.
- Keeps the principal and teachers informed about behavior problems.
- Patrols the recreation area to maintain visibility and student contact.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Encourages social interactions among students. Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Takes precautions to ensure safety. Works with supervisors to manage or eliminate risk factors.
- Directs visitors to the office.
- Monitors and initiates action to protect students during adverse weather conditions.
- Stores equipment and helps keep the recreation area orderly.
- Promotes the proper use and care of district property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Reports unsafe conditions to the principal and/or appropriate staff (e.g., broken equipment, hazardous tree limbs, damaged pavement, standing water, ice, etc.).
- Documents all injuries that require treatment.
- Participates in staff meetings and professional growth opportunities as directed.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required:

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Uses active listening, observation, reading, verbal, nonverbal, and writing skills effectively.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Berea City School District Board of Education.

The Berea City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.