

Fountain-Ft. Carson School District Eight

Job Description

Job Title:	Crossing Guard/Lunchroom/Playground Monitor	Reports To:	Teacher or Principal
Pay Schedule/Grade:	Classified / Hourly	FLSA Status:	Non-exempt
Prepared/Revised Date:	July 24, 2020	Work Year:	Hourly

SUMMARY: To provide a clean and safe environment in the cafeteria, playground, or classroom for students by monitoring and enforcing appropriate student behavior, social interaction, cleanliness, and safe conditions.

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. The specific job tasks, frequency and percentage of time of duties will vary based on building assignment or department, and are subject to change during employment based on building/district needs.*

Job Tasks Descriptions	Frequency
1. Clean cafeteria tables and assist in the maintenance of order in the cafeteria, playground, or classroom.	D
2. Police playground area of unsafe hazards.	D
3. Assist teacher in maintaining the cafeteria, classroom, and playground in a safe manner for students.	D
4. Promoting positive student behavior and social interactions.	D
5. Monitor and/or supervise the student behavior and safety in the cafeteria, playground, or classroom.	D
6. Perform other duties as assigned.	ongoing

EDUCATION AND RELATED WORK EXPERIENCE:

- High School diploma.
- AA degree or have passed State Approved Assessment.
- No experience required.
- Experience working with students in a school setting preferred.
- Experience working with critical needs students preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- First Aid / CPR certification required.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills.
- Interpersonal skills.
- English language skills.
- Personal computer and keyboarding skills.
- Customer service and public relations skills and professionalism.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational 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.

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MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Basic operating knowledge of and experience with personal computers and peripherals.
- Basic operating knowledge of and experience with office software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- May require operating knowledge of computer networks and applications.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Teacher or Principal

	POSITION TITLE	# of EMPLOYEES
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 DEMANDS: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position may require the ability to provide physical intervention to students in danger of harming them self or others.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate, copy, instruct, analyze, and use interpersonal skills. Frequently required to compare, coordinate, compute, synthesize, evaluate, compile, and negotiate.