



Employer is Edustaff – all applicants must apply and pass the Edustaff screening process to be placed. If a placement offer is made, the employment relationship will be considered an “at will” employment relationship with Edustaff, not with the district. There will be no contractual relationship or promise made concerning your worksite placement at the district. Ultimately either you or Edustaff can terminate the employment relationship with no cause, at any time.

Employee Job Description

Job Title: Student Service Monitor, Learning Support Services

Job Summary:

The Student Service Monitor, employed by Edustaff, provides in-person support to students accessing online therapy and specialized instruction sessions. Responsibilities include escorting students to designated online access locations, assisting with login and troubleshooting, documenting participation, and ensuring a focused, distraction-free environment. The role involves reporting conduct violations, encouraging student engagement, and adhering to school policies while maintaining professionalism and confidentiality.

Essential Functions (May include, but not limited to):

1. Escort students to and from their assigned classrooms and designated online access locations.
2. Assist students with logging into virtual platforms and troubleshoot any login difficulties.
3. Monitor and document student participation in online therapy and instructional sessions, including marking attendance.
4. Maintain a distraction-free environment by refraining from personal conversations, cell phone use, or interruptions.
5. Provide encouragement and support to help students stay engaged in their online sessions.
6. Report any violations of the Student Code of Conduct to school administration.
7. Serve as a positive role model by demonstrating professionalism, appropriate attire, and a strong work ethic.
8. Attend required in-service training, workshops, and meetings to stay informed on best practices.
9. Uphold ethical behavior when working with students, parents, school staff, and external agencies.

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10. Ensure confidentiality of student records and information.
11. Adhere to Michigan school laws, State Board of Education regulations, and school policies.
12. Perform additional duties as assigned.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

Qualifications:

Education:

High School Diploma or GED required.

Experience:

Previous experience working with children or adolescents preferred.

Skills:

Ability to exhibit patience, and work effectively with children, adolescents, and staff members. Ability to follow written and verbal instructions. Good listening and communication skills. Ability to make sound decisions. Ability to assist students with using computer programs.

Other requirements:

Must comply with the Student Safety Initiative Legislation, as amended. Newly hired staff are required to successfully complete the following pre-employment screenings: 1) Criminal background check, including national and local clearance

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions 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.

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Special Job Considerations:

Salary Schedule: \$15.00 per hour, 35 hours per week, up to 183 days per year, no benefits

Immediate Supervisor: Building Principal

Date: 2/19/2026

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