

MARLBORO TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: **SCHOOL MONITOR**

QUALIFICATIONS:

1. High school diploma required, minimum of two years of college preferred.
2. Good oral and written communications skills
3. Demonstrated ability to work successfully with students and adults.
4. Law enforcement or security background preferred.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Supervisor of Safety and Security and Building Principal

JOB GOAL: To assist in the maintenance of an orderly, safe and pleasant atmosphere in the school.

PERFORMANCE RESPONSIBILITIES:

1. Normally sits at the lobby reception desk and greets all visitors to the school.
2. Requires all visitors to sign in through the use of school security.
3. Ensures that every approved, registered visitor prominently displays a visitor's pass on his/her person.
4. Provides authorization for visitors to proceed to their destinations.
5. Notifies office personnel and, if necessary, law enforcement immediately in the event of any difficulty.
6. As required, patrols the hallways and notifies the school administration of any incidents, activities, etc., requiring its attention.
7. Makes him/herself available to assist the building administration in matters related to the safe and orderly operation of the school.
8. Performs other related duties as assigned.

TERMS OF EMPLOYMENT:

EMPLOYMENT: 10 month contract; salary, calendar, and hours to be established by the Board of Education. Salary and benefits as negotiated by the appropriate bargaining unit.

EVALUATION: Performance of the school monitor will be evaluated jointly by the Supervisor of School Safety and Security and the school monitor's building principal.

APPROVED: May 6, 2014