

MAUMEE BOARD OF EDUCATION

JOB DESCRIPTION

Title: **6.09 Student Monitor**

Reports To: Principal, Assistant Superintendent, Superintendent

FLSA Status: Non-Exempt

Qualifications:

1. Minimum age of 18 with a high school diploma or its equivalent.
2. Knowledge of basic first aid techniques.
3. Ability to stand and move about school grounds for extended periods of time and, in certain situations, in an expeditious fashion.
4. Ability to work successfully in a team relationship with building administrators, teachers, operational staff members, and students.
5. Experience in working with and around children whose ages are on a par with those children whom the monitor will be supervising.
6. Demonstrate a sincere desire to aid all students.
7. Good health, high moral character, and good attendance record.
8. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
9. Possess a tolerant and pleasant personality under sometimes demanding work situations.
10. CPI (Crisis Prevention Institute) Certification must be obtained in the first 6 months of employment and maintained throughout employment.

General Description: Student monitors are to actively supervise students on the school playground, cafeteria, or in other areas designated by the school principal.

Essential Functions (playground):

1. Provide active and attentive supervision of elementary-age students as assigned.
2. In the case of behavior problems, follow discipline procedures established by the administration.
3. Survey playground area regularly for unsafe and/or hazardous conditions.
4. Actively monitor students' behavior at all times so as to ensure their proper and safe conduct.
5. Manage students in accordance with guidelines provided in the staff handbook.
6. Maintain appropriate confidentiality with regard to students, staff, and administrators.
7. Perform other duties as assigned by the building principal.

JOB DESCRIPTION
Locator Index: 6.09
Student Monitor (Continued)

Essential Functions (cafeteria)

1. Actively monitor student behavior at all times so as to ensure proper and safe conduct in the lunchroom.
2. Advise teachers, principal and/or assistant principal of disciplinary problems.
3. Circulate throughout the cafeteria whenever students are present, offering any necessary assistance to students or offering corrective direction to students.
4. Make announcements, provide directions, and manage student movement using the microphone/PA system, proximity, and/or reinforcing prompts to communicate the expectation of a safe environment.
5. Set up necessary cleaning supplies before lunch periods. Clean up spills; wash down tables between and after lunch period.
6. Assist in the cleanup of the kitchen area. Help set up condiments, extra paper supplies, etc.
7. Assist cafeteria manager in assuring that students select correctly to meet offer vs. serve guidelines of the National School Lunch Program.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Help instill in students the belief in and practice of ethical principles and democratic values;
3. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District and
4. Perform other tasks related to the monitor's duties as assigned by the principal, assistant superintendent or superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

