

**MIDVIEW LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	EDUCATIONAL MONITOR	File: 501
Reports to:	Assigned Administrator/Supervisor	
Job Objective:	Provides support services that help students benefit from the educational program.	
Minimum Qualifications:	<ul style="list-style-type: none"> • Valid state department of education license/permit as determined at the time of appointment. • Meets all mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test). • Behavioral management skills substantiated by training and work experience. Duties may require agility, physical strength, and stamina to address the needs of students with problem behavior and/or students requiring physical assistance (e.g., mobility, transferring, positioning, etc.). • Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively. • Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct. • Exhibits consistent, impartial and resourceful critical-thinking skills. • Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures. • Maintains a record free of criminal violations that would prohibit public school employment. • Meets all mandated health screening requirements. • Participates in all state/district mandated training sessions. 	
NOTE	Position may require successful completion of communicable disease, child abuse/neglect, CPR, and/or first aid training as a condition of employment.	
Essential Functions:	<p>1. Performs duties that facilitate the effective delivery of program services.</p> <ul style="list-style-type: none"> a. Works effectively without continuous supervision. Performs tasks efficiently to meet deadlines. b. Performs support services that may include student assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc. c. Respects privacy and maintains the confidentiality of privileged information. <p><i>NOTE: Performance of functions described in this document may vary in scope, frequency and duration. Some duties may not be required for individual assignments. Duties designated at the time of hire may be modified to address current, altered, or emerging program/staffing needs. Each job classification will receive training specific to the position; cross-training may occur as needed</i></p> <p>Cafeteria</p> <ul style="list-style-type: none"> d. Maintains visibility and monitors students during lunch periods. e. Cleans up spills and other conditions that may contribute to an accident. <p>Classroom</p> <ul style="list-style-type: none"> f. Performs non-teaching classroom and ancillary duties under the direct supervision of an assigned teacher. Helps individuals or small groups of students with remedial or enrichment activities. g. Helps students participate in appropriate classroom activities as directed. <p>Hall Monitor</p> <ul style="list-style-type: none"> h. Maintains a safe and orderly school environment. Does not permit students to loiter. Verifies students have permission to be in hallways or other areas during scheduled class periods. <p>Health Clinic</p> <ul style="list-style-type: none"> i. Helps collect and maintain student health records. Processes parent consent forms. Secures medications in a locked cabinet. Administers medications, keeps accurate records of medication given, and assists with health screening activities as directed. Renders basic first aid when a school 	

nurse is not available.

Library/Media

- j. Works with staff to improve student learning through the effective use of library/media resources.
- k. Maintains an orderly circulation system. Keeps materials properly shelved.
- l. Helps students use library/media resources (e.g., computers, peripherals, videos, CD-ROMs, audio tapes, etc.). Assists teachers with the operation of audio-visual equipment.

Office

- m. Greets/assists office visitors. Answers/directs calls. Types school documents. Duplicates/collates materials. Processes mail and faxes. Receives deliveries. Stores office supplies as directed.
- n. Processes students arriving late to school. Collects class attendance forms. Distributes absentee list. Prepares attendance records as directed. Monitors students sent to the office for discipline reasons. Locates students as requested. Processes homework requests for absent students.

Playground/Recess

- o. Monitors indoor and outdoor recreation areas. Supports opportunities for students to pursue personal interests. Communicates playground/recess rules. Emphasizes fair play/courtesy. Mediates impasses.
- p. Monitors weather and initiates action to protect students during adverse conditions.
- q. Stores equipment and helps keep the recreation area orderly.

Preschool/Early Education

- r. Performs student support services that may include assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc.

Study Hall, Detention, or In-School Restriction

- s. Determines seat assignments. Takes attendance. Ensures that students have books and classroom assignments. Helps students with questions.
- t. Authenticates student permission to leave the room. Tracks the location of each assigned student.
- u. Controls student access to lockers, toilet rooms, etc. Prohibits loitering near the room entrance.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- a. Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- b. Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- c. Maintains a professional appearance. Wears work attire appropriate for the position.
- d. Helps students understand/embrace ethical conduct and democratic values.
- e. Respects privacy and maintains the confidentiality of privileged information.
- f. Maintains an acceptable attendance record and is punctual.
- g. Strives to develop rapport and serve as a positive role model for others.
- h. Takes the initiative to perform routine tasks independently.
- i. Shows an active interest in the academic/personal development of students.
- j. Supports community participation in school-sponsored events and activities.

3. Maintains open/effective communications.

- a. Prepares/maintains accurate records. Submits required paperwork on time.
- b. Provides prompt notification of personal delays or absences.
- c. Refers district policy interpretation questions to appropriate administrator(s).
- d. Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- e. Uses diplomacy and self-control when dealing with other individuals. Respect the diversity of staff, community and students when communicating

	<p>f. Participates in staff meetings, trainings, and other required school activities.</p> <p>g. Keeps informed about program/procedure changes.</p> <p>h. Seeks clarification when expectations are unclear.</p>
	<p>4. Pursues opportunities to enhance professional performance.</p> <p>a. Keeps current with advances in technology associated with work assignments.</p> <p>b. Maintains applicable credentials. Complies with all state licensure requirements.</p> <p>c. Works toward mastery of individualized development/performance goals as directed.</p> <p>d. Attends meetings, in-service programs, and trainings as directed.</p>
	<p>5. Takes precautions to ensure safety. Helps manage/eliminate risks.</p> <p>a. Follows district protocol and state law when dealing with bullying, discrimination, inappropriate behavior and suspected child abuse/neglect.</p> <p>b. Responds to emergencies following the district’s emergency preparedness/crisis response plan.</p> <p>c. Provides appropriate supervision and maintains high expectations for acceptable student behavior.</p> <p>d. Monitors for situations that may indicate a problem.</p> <p>e. Notifies appropriate administrator(s) of potential problems.</p>
	<p>6. Performs other specific job-related duties as directed</p> <p>a. Assists with unexpected/urgent situations as needed.</p> <p>b. Helps implement workplace initiatives that advance district goals.</p>
Working Conditions:	<p>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:</p> <ul style="list-style-type: none"> • Balancing, bending, climbing, crouching, kneeling, reaching, or standing. • Exposure to adverse weather conditions and temperature extremes. • Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, loud sounds and odor. 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
Performance Evaluation:	Job performance is evaluated according to policy provisions and contractual agreements adopted by the Midview Local School District.
Equal Opportunity Employment:	The Board is an equal opportunity employer. It is the policy of the Board to offer employment without regard to race, color, religion, gender, national origin, age, or disability.
<p>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, program/curriculum changes and unforeseen events.</p>	
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