

JOB DESCRIPTION

PARMA CITY SCHOOL DISTRICT
5311 Longwood Ave. • PARMA, OHIO 44134

IN-SCHOOL DETENTION MONITOR

WORK SCHEDULE: 38 Weeks

CIVIL SERVICE: Exempt

JOB CLASSIFICATION: In-School Detention Monitor

SALARY SCHEDULE: I; Code D

RESPONSIBLE TO: Building Principal

- QUALIFICATIONS:**
1. Previous experience in dealing with and getting along with children.
 2. Knowledge and ability to apply behavior management techniques in enforcing school discipline in an appropriate context.
 3. Ability to use tact, good judgement , quick thinking and poise in dealing with a variety of personalities and situations.
 4. Clerical skills, including knowledge of office machines.
 5. Ability to establish and maintain effective working relationship with students, staff and the community.
 6. Ability to communicate clearly and concisely with faculty and staff, and students both in oral and written form.
 7. Proven mediation, intervention and emergency response skills.
 8. Ability to deal with students in a non-confrontational manner and diffuse tense situations.
 9. Ability to perform duties with awareness of all district requirements and Board of Education policies.

MAJOR FUNCTIONS:

Monitors student attendance and behavior. Regular and predictable attendance is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Monitor student attendance in in-school detention room. Perform necessary clerical work to maintain accurate rosters, records and follow-up of such attendance.
2. Monitor and enforce rules and regulations regarding student behavior. Report violation of school rules and regulations to appropriate authorities.
3. Follow-up if necessary with teachers and/ or parents to obtain student assignments for the day.
4. Facilitate and/ or proctor assignments, quizzes, tests or projects as provided by classroom teacher.
5. Maintain a quiet and orderly study environment.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this position, the employee will frequently walk and stand. Occasionally the employee will sit while performing the duties of this job. The specific vision requirements of the job include good depth perception and the ability to read written or typed information.
2. While performing the duties of this job, the employee must be able to work with the public and other workers. The noise level in the environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.