

**NOTICE OF VACANCY INTERNAL/EXTERNAL
TAYLOR SCHOOL DISTRICT
PERSONNEL MEMORANDUM**

POSITION: Division P - Elementary Monitor / 5 days per week / staggered hours between 7:50 AM – 3:45 PM

LOCATION: Taylor School District Elementary School

SUPERVISOR: Building Principal/Administrator

QUALIFICATIONS:

- Must possess a High School Diploma or GED
- Physically able to lift at least 50 lbs.
- Physically able to help with diapers/toileting and any other bathroom needs.
- Physically able to run after active students.

EXPERIENCE:

- Excellent customer service skills
- Must possess good verbal, written, and interpersonal communication skills
- Ability to exercise initiative, use good discretion and judgement, work as part of a team, and work in a fast-paced environment with minimum direction.
- Experience working with large groups of people, especially prekindergarten or Kindergarten students preferred
- Excellent customer service and problem-solving skills; ability to be flexible
- Good mediation and conflict resolution skills a plus

DUTIES AND RESPONSIBILITIES:

- Provide coverage in the TK and Kindergarten classroom(s) during class time with minimum supervision
- Assist classroom teachers with support of all Kindergarten students through various activities including schoolwork assistance, classroom management, and behavioral support.
- Assist students with personal care and hygiene needs, including toileting accidents, clothing changes, and support for students not yet toilet trained
- Demonstrate ability to work well with students
- Assist with escorting and monitoring students during lunch period and outside recess; outdoor time may include temperatures 20 degrees and above
- Assist students with educational and social classroom and school-wide activities
- Provide excellent customer service to students, staff, parents, visitors, and the community
- Attend all in-service activities and sessions related to your job description
- Engage in adult-child interaction with children during the school day in small and large group settings; paid training provided during work hours
- Perform all other job-related duties

BASE RATE OF PAY:

- Per 26M TSSSA Contract 13.73 per hour
- 7.5 paid work hours with an ½ hour unpaid lunch (10-month employee)
- Position contingent on annual funding

APPLICATION PROCEDURE:

Submit application via AppliTrack at:

<https://www.taylorschools.net/careers>

All materials received relative to this posting become property of the Taylor School District.
ONLY THOSE CANDIDATES WHICH PROVIDE THE REQUESTED INFORMATION WILL BE
CONSIDERED

DEADLINE FOR RECEIVING APPLICATIONS: TBD

NOTICE OF NON-DISCRIMINATION

The Taylor School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), age, religion, height, weight, marital status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.