

RICHLAND COUNTY SCHOOL DISTRICT TWO

JOB DESCRIPTION (November 2021)

JOB TITLE: Administrative Monitor

FLSA Status: Non-Exempt
Pay Grade: Professional Assistant
Days of Work: 190

GENERAL STATEMENT OF JOB

Performs a variety of functions to promote the orderly conduct of students and to enhance the district's educational environment. Enforces school and district rules, monitors the campus, handles disciplinary matters, coordinates the handling of student concerns with parents and teachers, investigates disruptive conduct, maintains files, and performs related activities. Reports to the Principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Enforces district rules and promotes the orderly conduct of students to enhance the district's educational environment; monitors the campus and halls, investigates instances of disruptive conduct, enforces parking rules, etc.

Supervises and monitors the interior and exterior of the school building before, during and after school to ensure the safety and welfare of students and staff and to ensure the security of school facilities and assets. Helps to supervise student activities, extracurricular activities, and performs other specific duties as assigned.

Maintains familiarity with, and enforces the student conduct and discipline code, the school handbook and other school or district rules and regulations fairly and as instructed. Administers warnings to students and refers them to building administrators for additional disciplinary action as appropriate.

Monitors carefully for fights, disturbances, unauthorized visitors, and/or criminal activity. Assesses the nature of situations and calls for assistance as needed. Intervenes to halt or prevent fights, disturbances or other incidents, and diffuses threatening or confrontational situations as necessary. Helps to ensure that order is restored and no one is harmed.

Supervises students in study hall, on work detail, and in In-School or After-School Suspension/Detention as assigned. Works with classroom teachers to obtain instructional materials for students; assists students in completing their assignments as appropriate. Monitors student work and corrects errors constructively by helping students to understand concepts. Provides appropriate redirection to students who are off task.

Provides monitoring and crowd control in hallways, during class changes, in courtyards, parking lots, the cafeteria and/or other areas. Recognizes problems and mediates situations before they escalate.

Escorts students and/or unauthorized visitors or personnel; assists in removing disruptive students from classrooms. Ensures that exterior doors are secured as appropriate during the school day.

Assists administrators with fire drills, tornado drills, evacuation drills, bomb threats, etc. Assists in carrying out Emergency Response Plans in the event of an actual crisis.

Reviews student IEPs and meets with special education staff to understand the needs of students and the proper methods for addressing those needs.

Assists in problem solving with teachers, parents or other staff regarding challenging students or behaviors, assists in developing plans to support more positive behavior from students. Develops an understanding of the classroom management policies, practices and procedures used by grade level teachers.

Provides accurate and appropriate documentation of all disciplinary incidents and actions. Performs clerical duties associated with office activities such as typing, preparing copies, screening incoming calls and mail, etc.

Willingly performs other duties as assigned or requested.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree with at least one year of experience in education or working with juveniles; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

JOB REQUIREMENTS

Knowledge:

Thorough knowledge of school district policies and procedures pertinent to the duties of the job. Thorough knowledge of handling disciplinary matters and working with students; knowledge of techniques used in motivating students and maintaining appropriate behavior. Knowledge of student mentoring and counseling methods. Knowledge of basic clerical procedures and functions such as typing, filing and sorting. Effective knowledge of modern office equipment such as computers, copiers, calculators, facsimile machines, etc. Knowledge of the proper maintenance of equipment, materials and supplies used in daily activities. Knowledge of the importance of maintaining the confidentiality of student and family information.

Skills/Effort:

Ability to promote and follow school and district policies, procedures and regulations; ability to communicate, interact and work effectively and cooperatively with various groups, including those from diverse ethnic and educational backgrounds. Ability to recognize the importance of safety in the workplace, to follow safety rules, practice safe work habits, and to report unsafe conditions to the appropriate administrator. Ability to coordinate activities and schedules; skill in the organization and maintenance of records and files. Strong verbal and written communication skills necessary to handle difficult and emotional situations. Ability to keep abreast of current policies and procedures. Ability to make decisions in non-routine situations requiring good judgment. Ability to establish and maintain effective working relationships with students, teachers, parents and other individuals or groups with an interest in the District. Possesses skill in counseling and assisting juveniles; ability to handle disciplinary actions and disruptions.

Additional Physical, Cognitive, and Other Requirements:

Duties involve work in school environment that includes standing, walking, and sedentary duties. Must be able to talk, read and hear, and effectively perceive and exchange information in a variety of oral, written and/or printed formats. Requires the ability to apply judgment and complex logic in defining problems, collecting information, and drawing valid conclusions. Must apply effective leadership principals in supervising students. Duties require successful adaption to stressors, emergencies, interpersonal conflicts, volatile situations, tight deadlines, etc. Must be able to record and exchange data and follow or deliver detailed verbal or written instructions. Duties require the ability to prepare various records and reports and process data in correct form including proper spelling, punctuation, and grammar. Must possess the ability to add and subtract, multiply and divide, and determine decimals and percents. Must be able to compare and analyze information in numeric or symbolic form, and appropriately process color, depth and spatial relationships. Must have sufficient hand, eye and foot coordination to use or operate standard office equipment, items, and supplies. Duties of the job require routine keyboard operations and the frequent use of a computer monitor and related equipment. Duties may involve the pushing, pulling and/or lifting of items weighing up to 50 pounds and the exertion of up to 10 pounds of force on a recurring basis.

Working Conditions:

A variety of environmental conditions both indoors and outdoors requiring exposure to and related elements of heat, cold, rain, dusts, noise, fumes, etc. Physical demands involve school or office activities, and include walking or standing for prolonged periods. Duties require the movement or lifting of items weighing up to fifty pounds. Requires the ability to work under a degree of stress related to duties that require constant attention and meeting deadlines. Duties of the job require frequent use of a computer and monitor and related equipment. Travel is generally not required.

Responsibility:

Assists in the supervising and monitoring of students No direct budgetary responsibilities.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

EEO STATEMENT

Richland School District Two is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

SIGNATURES:

	Date: _____
	Date: _____
	Date: _____