JOB DESCRIPTION
MONITOR
SECONDARY SCHOOLS INSTRUCTION & EQUITY

JOB DESCRIPTION CREATION / REVISION DATE: August 30, 2016

POSITION TITLE: Monitor

DEPARTMENT: Secondary Schools Instruction & Equity

REPORTS TO: Building Principal or Designee

SUPERVISES: N/A

POSITION GOAL(S):
Assists in student behavior monitoring throughout the school day to ensure a positive school culture. Communicates effectively with students and staff. May be asked to travel to attend job related trainings. Adheres to school and district policies, procedures, and components of the school-wide management plan/PBIS framework.

JOB DUTIES / ACCOUNTABILITIES:
1. Monitors student behavior in hallways, cafeteria, classrooms, or other areas in the building as assigned.
2. Escorts students to and from various areas (class, office, etc.,) as requested.
3. Prepares daily and weekly reports, and maintains student sign-in logs.
4. Communicates behavioral concerns to administration.
5. Assists in appropriate action to defuse student conflicts as trained.
6. Compiles and reports individual or group incidents and the action taken and/or recommended.
7. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:
1. Experience working with student behavioral intervention techniques (preferred).
2. Knowledge of Student Code of Conduct (preferred)

EDUCATION:
1. High School Diploma or equivalent (required).
2. Bilingual - Spanish/English (written/verbal) preferred.

PHYSICAL DEMANDS:
1. Ability to lift and/or carry up to 50 lbs. with proper technique.
2. Required to climb stairs and stand for the majority of the day.
TERMS OF EMPLOYMENT:

Nine (9) months – 174 day count.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board of Education’s evaluation of personnel.

Employee Signature: __________________________ Date: ______________

Supervisor Signature: __________________________ Date: ______________