

## **SCHOOL MONITOR**

**GENERAL STATEMENT OF DUTIES:** Helps school teachers by assisting in routine non-teaching duties including pupil supervision; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is work of ordinary difficulty involving responsibility for assisting teachers by performing assigned routine tasks including the supervision and care of children. Since there are definite limits on the type and complexity of assignments, the class of School Monitor differs in that respect from Teacher Aide, which usually involves duties of greater difficulty generally requiring specific skills or abilities.

**EXAMPLES OF WORK:** (Illustrative only)

- Assists Teachers in supervising recreation and lunch periods and study halls;
- Guides children safely across streets and intersections;
- Assists students on and off buses and supervises them during transportation to and from schools;
- Maintains order in gymnasiums, locker rooms, and swimming pools;
- Oversees students passing between classes and in locker rooms and on premises before and after school;
- Issues athletic supplies and equipment;
- Helps children in lower grades with wearing apparel;
- May perform simple clerical duties under close supervision;
- May render elementary first aid treatment.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Good general intelligence; ability to get along well with children and command their respect; some knowledge of first aid methods; clerical aptitude; neat personal appearance; familiarity with classroom routine; good powers of observation; tact; courtesy; good judgment; good physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:** None required, but completion of a grade school course and experience with children are desirable.

Labor Class

Amended CSC Action 3/22/88