

School Monitor

General Statement of Duties: Helps school teachers in assisting in basic routine non-teaching duties, including pupil supervision; does related work as required.

Distinguishing Features of the Class: This is routine work involving responsibility for assisting teachers by performing assigned simple tasks including the supervision and care of children. Since there are very definite limits on the type and complexity of assignments, the class of School Monitor differs in that respect from Teacher Aide and Hall Monitor which involve duties of greater difficulty and expanded scope requiring specific skills or abilities. Supervision is exercised over the work of children during performance of duties.

Examples of Work: (Illustrative only)

Assists Teachers in supervising recreation, lunch periods and study halls;
Guides children safety across streets and intersections;
Maintains order in gymnasiums, locker rooms, and swimming pools;
Oversees children passing between classes, in locker rooms and on the school premises;
May monitor lunch period held in classrooms;
May issue 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; a basic knowledge of first aid methods; clerical aptitude; neat personal appearance; ability to acquire a familiarity with classroom routine; good powers of observation; good physical condition.

Acceptable Experience and Training: None is required, but some experience with children is desirable.