

DEPARTMENT: SCHOOLS
CLASSIFICATION: LABOR
APPROVED: SEPTEMBER 22, 2004

SCHOOL MONITOR

DISTINGUISHING FEATURES OF THE CLASS: Helps school teachers by assisting in routine non-teaching duties including pupil supervision. May be assigned to assist bus drivers in carrying out non-operator duties while transporting pupils. This is work of ordinary difficulty involving responsibility of assisting 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.

TYPICAL WORK ACTIVITIES:

1. Assists in supervising recreation and lunch periods and study halls;
2. Guides children safely across streets and intersections;
3. Maintains order in gymnasiums, locker rooms, swimming pools, and assigned areas;
4. Oversees students passing between classes and in locker rooms and on premises before and after school;
5. Issues athletic supplies and equipment;
6. Helps children in lower grades with wearing apparel;
7. May perform simple clerical duties under close supervision;
8. May render elementary first aid treatment;
9. May be assigned to assist bus drivers with pupils boarding, riding and leaving school busses.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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; physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS: None required.

SPECIAL REQUIREMENT:

Candidates must satisfy the requirements for School Monitor as set forth in the Rules and Regulations of the New York State Commissioner of Education and New York State Vehicle and Traffic Laws. Compliance is the responsibility of the appointing authority who must advise the Niagara County Civil Service Commission of the Candidates compliance when submitting appointing Report of Personnel Change. Added 10/5/88