

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	M.S. Campus Monitor	REPORTS TO:	Principal
DEPARTMENT:	Herbert Green School	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	193 Days #s TBD (does not include vacation days)
BOARD APPROVAL:	3/14/07	SALARY:	Range 2
CSEA APPROVAL:	1/9/07		

BASIC FUNCTION:

Assist in providing a safe environment for the student body by monitoring campus grounds.

REPRESENTATIVE DUTIES:

- Monitor halls and restrooms during class times to ensure that students are in class or have proper authorization to be out of class
- Monitor visitors to ensure they are properly signed in at the office
- Assist custodians in maintaining a safe environment for the students

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school.

Prefer one year of experience working with youth in an organized setting.

Coursework in child development, child psychology, and/or education desirable.

LICENSES AND OTHER REQUIREMENTS:

CPR/First Aid Certificate

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- General purposes and goals of public education
- Concepts of child growth and development and child behavior characteristics.

ABILITY TO:

- Demonstrate an understanding, patient, warm, receptive attitude towards children.
- Interact positively with staff, students, parents and visitors.
- Be flexible and willing to assist in a variety of duties throughout the work place.
- Understand and follow oral and written directions.
- Learn the procedures, functions and limitations of assigned duties.

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ABILITY TO: (continued)

- Ability to work independently, make rapid assessments and decisions and enforce school rules.
- Monitor and discipline students according to approved policies and procedures.
- Operate instructional and office equipment.
- Communicate effectively.
- Maintain consistency and demeanor under pressure.
- Establish and maintain cooperative and effective working relationships with others.
- Work well with others.
- Have good team leader skills with noon duty aides.
- Learn new equipment and procedures.
- Work with confidentiality and discretion.

WORKING CONDITIONS:

ENVIRONMENT:

Middle school campus.

PHYSICAL ABILITIES:

Standing and walking for extended periods of time; running for short periods of time; bending and twisting at the waist to assist students; reaching overhead, above the shoulders and horizontally; hearing and speaking to exchange information; seeing to monitor student activities and behavior; lifting up to 50 lbs.

HAZARDS:

Blood Borne Pathogens