

SENIOR SCHOOL MONITOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for analyzing student traffic patterns and assigning school monitors to assist in providing smooth transitions to and from a variety of classes. Additional responsibilities include guiding and assisting school monitors in the handling and care of difficult students. The incumbent serves as liaison between school monitors and school administration. Work is performed under general supervision of a school administrator. General direction is exercised over the work of subordinate school monitor staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Leads and participates in reviewing and guiding the work of School monitors after consultation with school administrators;
Leads and participates in assisting in the handling and care of difficult students and in managing difficult situations which may arise among students in the school building;
Assigns School monitors to assist students in providing smooth transitions to and from classes;
Responsible for responding to problems or problem areas in an immediate, consistent and appropriate manner;
Serves as liaison between the School monitors and the school administration;
Makes periodic reports on potential areas of concern and maintains reciprocal communications between the school monitor staff and the administration;
Assists the school administration in maintaining appropriate building security;
Assists in analyzing student traffic patterns;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of school schedules; working knowledge of student traffic patterns; ability to train school monitors; ability to organize work; ability to communicate both orally and in writing; ability to be firm but tactful; courtesy.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of an equivalent diploma and two (2) years of full time equivalent experience working with students as a monitor, teacher's aide or related position; or
- b) An equivalent combination of training and experience as defined in (a) above.

SUBSTITUTION NOTE: Post-secondary education may be substituted for the experience requirement on a year-for-year basis.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.