

Civil Division: Schools; BOCES
Jurisdictional Class: Labor
EEO Category: Service/Maintenance
Revised: 06/06/16

SCHOOL MONITOR

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work calling for the exercise of good judgment and special ability to get along well with children. Employees in these positions guide children safely across streets and intersections and oversee students in corridors, locker rooms, as passengers on school district buses, and in other designated school building rooms and areas. A school monitor must be firm, yet courteous and congenial, in exercising his/her influence on students. Work is performed under supervision of a teacher or other appropriate school administrator. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Guides children safely across streets and intersections in accordance with operating traffic lights;
Oversees and maintains order of students passing between classes and in other designated rooms and areas on the school premises;
Performs miscellaneous clerical duties as assigned;
Helps children in lower grades with wearing apparel;
Has charge of students during rest periods;
Assists teachers with play supervision and with lunches;
May be in charge of supplies and equipment in various school rooms and facilities;
May be responsible for security procedures, such as, checking the condition of building rooms and unlocking/securing doors and windows before and after school activities;
May act as monitor on school district buses.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good general intelligence; good powers of observation; ability to be firm, yet courteous, with the public; ability to get along well with children; ability to work as part of a team; ability to understand and follow directions; some knowledge of first aid methods; physical condition commensurate to do the job.

MINIMUM QUALIFICATIONS:

None required, but experience with children is desirable.

NOTE: A person appointed to this position does not have the authority to direct traffic. This is a function of a police officer only.

SPECIAL REQUIREMENTS: (Only for incumbents in position who act as a monitor on school district buses.)

1. Must be at least nineteen (19) years old.
2. Applicant must maintain eligibility and certification under the Board of Regents adopted regulations establishing qualifications, testing and training for all school bus monitors and attendants, effective as of July 1, 2003.

Adopted: 06/02/83
Revised: 06/16/92, 03/13/14, 06/06/16