



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS**

## **JOB DESCRIPTION:**

### **EXTENDED SCHOOL YEAR PROGRAM MONITOR**

#### **QUALIFICATIONS:**

1. Holds a minimum of a high school diploma.
2. Demonstrates successful experience in working with children with disabilities.
3. Demonstrates skill in communicating effectively, organizational and human relations.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Special Services

**JOB GOAL:** To assist the Extended School Year Program teacher by working with individual disabled students to provide them with physical assistance, safety and emotional support as needed to gain optimum benefit from their placement in the Extended School Year Program environment.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Instructional Setting
  - a. Assists the Extended School Year Program teacher in the use and adaptation of a wide range of therapy techniques and equipment.
  - b. Participates in the implementation of the individualized rehabilitative plan for a specific student.
  - c. Performs specialized physical, therapeutic and self help development activities.
  - d. Provides assistance to students in bathroom and other physical needs, as appropriate and necessary.
  - e. Provides assistance to students with physical disabilities which may involve, but not be limited to transferring the student between a wheelchair, floor, table or therapy device and the use of an appliance or prosthetic.
  - f. Assists, where appropriate, in loading and unloading the Extended School Year Program student from transportation bus or van.
  - g. Assists the student with various projects, crafts, and curriculum tasks.
  - h. May be required to maintain a log of student behavior.
2. Student Management
  - a. Contributes to the management and modification of a student's behavior within and outside the classrooms as necessary.

- b. Participates in restraining disruptive or dangerous physical behavior as requested or assigned.
- c. Accompanies the teacher and student on class trips to assist with the supervision of behavior and safety issues.
- d. Provides safety and security, as needed, during the transportation of the student to and from school.

3. School/Community Relations

- a. Handles sensitive and confidential information, documents, communications, incidents, etc., with discretion and in a conscientious manner.
- b. Cooperates and shares professionally with other members of the staff.

4. Other Assigned Duties

- a. Performs all other tasks and assumes such other duties as designated by the Director of Special Services.

**TERMS OF EMPLOYMENT:** Hourly basis as needed from July 1, 2009 through August 7, 2009. Salary established by the Holmdel Township Board of Education.

**EVALUATION:** Performance of this job will be informally evaluated in writing.

**SOURCE:** Regular Board Meeting

**DATE:** April 22, 2009