File Code: 3.040



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: SCHOOL MONITOR

QUALIFICATIONS:

- 1. Possesses high school diploma.
- 2. Demonstrates human relations skills, especially in working with students.
- 3. Successfully completes required criminal history background check and has proof of U.S. Citizenship or legal resident alien status.
- 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal or Designee

JOB GOALS: To promote the safety and welfare of students and assist in

maintaining a positive school environment.

PERFORMANCE RESPONSIBILITIES:

- 1. Supervises the students in buildings and on school grounds as assigned.
- 2. Checks lavatories, hallways, stairwells, parking lot and other specific locations of the buildings and grounds on a regular basis.
- 3. Handles routine student concerns and minor disciplinary situations in accordance with school policy and procedures.
- 4. Prepares and submits conduct reports as required by the principal or designee.
- 5. Assists school personnel during fire drills, building evacuations and other emergency situations as directed by the building principal or designee; makes certain that the building is clear of students and staff; assists with student management; and performs other related tasks.
- 6. Works closely with special education teachers and Child Study Team members for the purpose of knowing, monitoring and helping special education students throughout the day.

- 7. Works closely with the school nurse regarding health and safety situations.
- 8. Investigates and takes appropriate action concerning complaints, suspicious behavior, improper conditions, or any other occurrences that would endanger school personnel, students and/or school property and equipment.
- 9. Attends appropriate meetings and professional development training as requested in accordance with district procedures.
- 10. Assists teachers with their individual requests which can range from unlocking a room to helping them handle particular students.
- 11. Gets students from classes or Commons as requested by administrators, secretaries, guidance counselors or student assistance counselor, and escorts them to designated places.
- 12. Interacts in a positive manner with the student body and staff.
- 13. Responds to parents and assists them when first-hand information or involvement is necessary under the direction of the principal or designee.
- 14. Assists as needed with daily attendance procedures.
- 15. Performs such other tasks and assumes such other responsibilities as the principal or designee may assign (i.e., supervises after-school and Saturday detention programs; provides assistance to students and staff with lockers; oversees student volunteers who change messages on the outside signboard.)

TERMS OF EMPLOYMENT: Ten-month year. Salary to be established by the

Holmdel Township Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with the

provision of the Board's policy on the Evaluation of Non-

Certificated Personnel.

SOURCE: Regular Board Meeting

DATE: March 13, 1996