

Jurisdictional Class: Labor  
Adopted: November 29, 2005  
Revised: July 30, 2010

**SCHOOL MONITOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work involving responsibility for assisting teachers/administrators in the supervision, monitoring, and care of students. The work has definite limits on the type and complexity of assignments and does not involve duties of greater difficulty generally requiring specific skills or abilities. The work is performed under the general supervision of teachers or other school administrators. Supervision of staff is not a responsibility of this class. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists teachers/administrators in supervising recreation, lunch periods, and study halls;  
Maintains order in gymnasiums, lockers rooms, and swimming pools;  
Oversees students passing between classes and in locker rooms and on premises before and after school;  
Issues athletic supplies and equipment;  
Escorts and guides children outside for recess;  
Helps children in lower grades with wearing apparel;  
May perform simple clerical duties under general supervision;  
May occasionally act as a receptionist or switchboard operator;  
May render elementary first aid treatment;  
May assist in clean up in cafeteria/dining room and may perform other basic housekeeping tasks.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Some knowledge of first aid methods;  
Ability to get along well with children and command their respect;  
Ability to oversee and monitor students;  
Ability to perform basic cleaning and housekeeping tasks;  
Clerical aptitude;  
Sound judgment.

**MINIMUM QUALIFICATIONS:** None