

Vail School District Job Description

Job Title: CAMPUS MONITOR

Department: School Site

Reports To: School Principal

FLSA Status: Non-Exempt

Level: 3

Revised: January 1, 2017

SUMMARY: Assists certified personnel in the supervision of students during recess, lunch, and other break periods during the school day. Regular attendance is necessary to perform the essential functions of this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Monitor students in the cafeteria during meals, maintaining a safe and controlled environment.
- Monitor students on the campus during recess, break periods, and in the hallways during class change periods, maintaining a safe and controlled environment.
- Monitor students awaiting school bus transportation, maintaining a safe and controlled environment.
- Assist in monitoring campus ingress to ensure that all visitors have valid purposes for being on the school campus.
- Censor unsafe and unacceptable activities in accordance with the rules and standards established by the school's faculty through discussions with the students involved and, if necessary, refer students to appropriate certified personnel.
- Assist in facilitating appropriate campus activities.
- Report unsafe practices and equipment to appropriate certified personnel.
- Assist students injured during campus activities by immediate notification to supervisory certified personnel.
- Perform related duties as assigned by the Supervisor.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED).

One to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to students, parents, and employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, and to draw and interpret bar graphs.

REASONING ABILITY

Able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

Must maintain a condition of excellent physical and mental health.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate. Classroom environment. Indoors and outdoors. All weather conditions/temperatures. Contact with public, employees, children and parents. Exposure to noise, dust, gas and fumes.