

SUPERVISING SCHOOL MONITOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a working supervisory position responsible for leading and participating in school monitoring activities. The work involves scheduling and coordinating monitoring assignments and overseeing the work of those involved in the maintenance of order in hallways, study halls, dining areas, and in monitoring the operation of student automobiles on campus. General supervision is received from a higher level administrative employee, with some leeway allowed in the exercise of independent judgment. Supervision is exercised over lower level personnel involved in school monitoring activities.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by the title School Monitor:

1. Plans, schedules, assigns, reviews, and evaluates the work of School Monitors and others engaged in the maintenance of order in a school district;
2. Supervises subordinate personnel;
3. Confers with supervisor(s) on policy and procedure;
4. Advises non-departmental personnel regarding policy and procedure in areas of responsibility;
5. Interviews applicants for employment;
6. Prepares reports as required;
7. May use computer equipment to maintain data bases relevant to school monitoring activities and to prepare reports;
8. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the principles and practices of school monitoring activities; good knowledge of the principles and practices of supervision; familiarity with classroom and school district routines as they apply to the maintenance of order on a school campus; ability to plan and supervise the work of others; ability to establish a favorable rapport with school-age children and command their respect; ability to make decisions; ability to use computer equipment in the compilation of data and in the preparation of reports; ability to maintain neat and legible records; ability to establish and maintain effective working relationships with others; ability to communicate effectively, both orally and in writing; good powers of observation; resourcefulness; initiative; tact and courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school and two (2) years of paid work experience interacting with school-age children which included the maintenance of order, one (1) year of which involved supervision.

SPECIAL REQUIREMENT:

Possession of a valid New York State Motor Vehicle Operator's license at time of appointment.

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ADOPTED: 02/25/97