



CIVIL DIVISION
CLASS SPECIFICATION

School Monitor

DATE ADOPTED: 12/16/75

LAST REVISION: 01/07/2024

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DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for the routine supervision and care of school-age children as well as the maintenance of order and discipline in a school. Walking hallways and issuing passes are typical activities of the position. A School Monitor may have responsibility for maintaining order on school buses, supervising the conduct of problem students and interceding in student altercations. Work is performed under the direct supervision of a school principal or guidance counselor. The class School Monitor differs from that of Teacher Aide in that it does not involve duties of an instructional nature which require a specific knowledge, skill or ability.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Patrols school lobbies and corridors;
2. Maintains order in hallways, study halls, dining areas, gymnasiums, locker rooms, swimming pools and activity areas;
3. Issues and checks passes;
4. Supervises and/or attempts to calm students removed from class for disciplinary reasons;
5. Intervenes in classroom confrontations and student fights and if necessary, may help subdue students whose conduct presents an actual danger to themselves or others;
6. Checks storage rooms, lavatories, etc., for students reported missing from class;
7. Reminds students of infirmary visits and other appointments;
8. Escorts students to and from special appointments;
9. Informs superiors of observations of student behavior;
10. Oversees students passing between classes in locker rooms and on premises before and after school;
11. Monitors students in parking lots and supervises the loading of buses;
12. May be assigned to accompany students to and from school to maintain order on buses;
13. May collect attendance reports;
14. May assist in rendering first aid in emergencies;
15. May help children in lower grades with wearing apparel.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to get along well with school-age children and command their respect; familiarity with classroom routine; good observation; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.



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MINIMUM QUALIFICATIONS:

No minimum qualifications.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Labor

REVISION HISTORY: 12/16/75 04/18/79 03/31/81 01/07/24