



PURPOSE:

- The Monitor will supervise and assist with students in various settings. This position will support/assist other District employees in a variety of functions to ensure student safety.

REPORTS TO:

- Building Administrator/Supervisor

QUALIFICATIONS:

- High school diploma or equivalent

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Be at designated areas, ready to supervise, and stay until all students are off the playground and/or bus
- Follow District, School, Transportation Handbooks and policies
- Circulate in the designated area while monitoring safe play
- Help children problem solve
- Try to anticipate problem situations and student needs
- Inform teachers and administrators of problems and accidents
- If an accident occurs, fill out an Accident Report Form and submit it to the Specialty Principal
- Read and become familiar with the Playground Monitor's Handbook and RH Policy and Procedure Manual
- Maintain proper records and documentation
- Assist student loading, unloading and seating arrangements as required
- Understand and relate to children with special needs
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing education stakeholders
- Lift students according to established guidelines
- Assist the bus driver in maintaining discipline on school bus; monitor and assist students while bus is in operation
- Consult with and assist bus driver in documentation of student information, recordkeeping and completing route surveys
- Assist driver in assuring seat belts, harnesses and wheel chair clamps are secured as required
- Assist parents and school personnel with safe loading and unloading of students; coordinate seating of pre-kindergarten students as required by State Transportation Guidelines
- Maintain current knowledge of Emergency Evacuation procedures
- Develops and maintains positive, appropriate professional relationships with students and reorganizes necessary boundaries in interacting with students.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Establishes and maintains harmonious relationships with students, fellow employees and the general public by reflecting positively on the profession.
- Maintain routine records
- Observe health and safety regulations
- Maintain student discipline
- Become Crisis Prevention Intervention (CPI) trained and other trainings as assigned
- Respect confidential information
- Other duties as assigned

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting and standing.
- Must work indoors and outdoors year-round.
- Requires stooping, bending, reaching, kneeling, climbing and balancing.
- May require physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
- Must work in noisy, crowded and stressful environments.

RATE OF PAY:

- According to Classified Salary Schedule



Eagle Point School District 9

Job Description – Monitor

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____ Date _____

Board Adopted: June 20, 2023