

# PERSONNEL VACANCY

Edwardsville Community Unit School District #7

FY: 19-091

DATE: February 6, 2019

## POSITION DESCRIPTION

*Job Title*

**MONITORS**

**Location:**

District schools

**Job Description:**

See Reverse

**Terms:**

9 month positions

**Hours:**

Part time

**Salary:**

\$9.36 - \$9.88 per hour

**Qualifications Required:**

- \*Superior work habits and ethics
- \*Ability to work well with students, faculty and parents
- \*Ability to work independently
- \*See back for further qualifications
- \*Ability to perform duties as outlined

**Contingent Upon:**

Board approval

**Closing Date for Application:**

February 13, 2019 or until filled

**Print Application and Submit to:**

[www.ecusd7.org/departments/personnel](http://www.ecusd7.org/departments/personnel)  
Application/Forms; Classified

Dr. Nancy Spina  
Assistant Superintendent/Personnel  
Edwardsville Community Unit School District 7  
708 St. Louis Street  
Edwardsville, IL 62025

The Edwardsville Community Schools offer employment without regard to race,  
Color, creed or religion, age, sex, national origin, or handicap

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# **MONITOR JOB DESCRIPTION**

## **EDWARDSVILLE COMMUNITY UNIT SCHOOL DISTRICT #7**

The monitor's primary duty is to supervise children in non-academic settings. There are four types of monitors: bus, cafeteria, playground, and campus.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

#### **1. Duties for All Monitors**

- a. Supervise students in the assigned area
- b. Maintain a safe and orderly setting for students
- c. Make students aware of the rules and positive and negative consequences
- d. Intervene in aggressive situations and other misbehavior (warn, isolate, inform principal, write office and discipline referrals)
- e. Notify office personnel immediately of any emergency (unsafe situations, stranger, stray animal, runaway student, etc)
- f. Notify office immediately of unauthorized persons in building or on grounds
- g. Prevent children from meeting or leaving with any person who does not have proper authorization obtained from the school office
- h. Refer students to the office when necessary (serious misbehavior, illness, injury requiring first aid)
- i. Maintain contact as needed with other staff members
- j. Reinforce good personal and social habits
- k. Demonstrate positive interpersonal relationships with students
- l. Perform other duties as directed by the administrator

#### **2. Specific Duties for Bus Monitors**

- a. Supervise students in designated areas for arrival of buses
- b. Supervise the safe loading and unloading of buses and account for all riders
- c. Assist in seeing that students board the assigned bus

#### **3. Specific Duties of Cafeteria Monitors**

- a. Circulate through cafeteria to maintain appropriate student behavior
- b. Assist the cafeteria staff in keeping the cafeteria clean and orderly
- c. Monitor students entering and exiting the cafeteria and students waiting in line
- d. Assist students having problems with food items and assist students with other expressed needs
- e. Encourage students to take responsibility for picking up papers and other debris in their area
- f. Do not allow food to be taken from the cafeteria

#### **4. Specific Duties for Playground Monitors**

- a. Check out and check in playground equipment
- b. Ensure that students do not leave the perimeters of the playground
- c. Keep children indoors during inclement weather or if the temperature is below 15 degrees
- d. Dismiss students according to building procedures
- e. Circulate around the designated playground
- f. Supervise students in assigned rooms during indoor recess

#### **5. Specific Duties of Campus Monitors**

- a. Supervise student behavior throughout the building and grounds, including parking lots
- b. Assist in following the procedures for ticketing and towing unauthorized vehicles
- c. Assist in supervising building grounds to detect violators of the non-smoking policy
- d. Respond appropriately to crisis situations through use of sound judgment

#### **6. Performs other duties necessary to the position as assigned by his/her Supervisor or Administrator**

### **MINIMUM QUALIFICATIONS:**

1. Demonstrate an ability to work with children in a positive manner
2. Have basic knowledge of student special needs, if applicable
3. Have excellent relationships with administration, employees, students, parents and the public
4. Practice superior work habits: excellent attendance & promptness, highly dependable, adaptable as needed
5. Maintain a positive attitude
6. Use sound judgment
7. Maintain a high level of personal fitness
8. Produce an excellent quality and quantity of work

### **ESSENTIAL PHYSICAL REQUIREMENTS:**

1. Must be able to lift, push or pull objects up to 40-60 pounds on a regular and repetitive basis and lift, push or pull objects on an occasional basis of 100 or more pounds.
2. Must be able to speak, hear, see, write, walk, climb, stand, stoop, kneel, bend, twist, turn, push, pull and reach (above head and below knees) on a regular and repetitive basis.
3. Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties.