



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title:	SCHOOL MONITOR
Jurisdictional Class:	Labor
Civil Division:	County Schools, BOCES
Adoption:	CSM 11/1/75
Revised:	CSM 11/12/85, 11/19/97, 12/17/97, 4/13/05, 3/8/17

DISTINGUISHING FEATURES OF THE CLASS:

This work involving responsibility for performing assigned routine tasks including the supervision, monitoring and care of students. An incumbent in this class may be assigned to monitor student activity at any campus location, at crosswalks/intersections, or on a school bus. School Monitors may be required to direct traffic, assist with parking, patrol school district buildings, parking lots and grounds in order to ensure student safety by serving as a deterrent to criminal activity or violations of school rules by being visible and observant. Safety/security issues, traffic/parking problems, maintenance problems and/or equipment failures noted while on patrol will be reported to the appropriate personnel in a manner commensurate with the urgency of the situation. This class of School Monitor differs from Teacher Aide in that there are definite limits on the type and complexity of assignments and does not involve duties of greater difficulty generally requiring specific skills or abilities. Incumbents work under the general supervision of teachers or other school administrators. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists teachers in supervising lunch, recreation periods and study halls;
Observes students and maintains order in lunchroom;
Clean tables and performs other basic housekeeping tasks;
Escorts and guides children outside for recess;
Maintains order in gymnasiums, locker rooms, and swimming pools;
Oversees students passing between classes in halls, locker rooms and on premises;
Helps children in lower grades with wearing apparel;
Monitors students playing games inside or outdoors for recess;
May issue athletic supplies and equipment;
May aid students in safely crossing streets and intersections;
May render elementary first aid treatment;
May accompany students to athletic events.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of elementary first aid methods;
Ability to get along well with children and command their respect;
Ability to oversee and monitor students;
Ability to perform basic cleaning and housekeeping tasks;
Clerical aptitude;
Familiarity with classroom routine;
Good powers of observation and memory;
Tact and courtesy;
Good judgment;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None.