

NON-INSTRUCTIONAL MONITOR

Purpose Statement:

The job of Non-Instructional Monitor is done for the purpose/s of monitoring the activities of students in a variety of school settings to ensure their safety and well being; identifying potential problems regarding welfare, safety and/or security of students; enforcing disciplinary policies and regulations; reporting observations and/or incidents to appropriate parties as may be appropriate.

Essential Functions

- Administers first aid as may be required for the purpose of providing for immediate health care needs.
- Intervenes in potential emergency situations for the purpose of minimizing disruptions of campus activities and/or injury to involved parties.
- Monitors students during assigned periods within a variety of school environments (e.g. restrooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of ensuring the safety and welfare of students.
- Prepares written materials for the purpose of providing written support and/or conveying information.
- Reports observations and incidents relating to specific students (e.g. accidents, altercations, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional or administrative personnel.
- Supervises students (e.g. campus cleanup, picking up trash, lunch area, etc.) for the purpose of ensuring tasks are performed safely and within required timeframes.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups of individuals; being patient, maintaining confidentiality; working as part of a team; and working in an environment with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under some hazardous conditions and in a clean atmosphere.

Experience No job related experience is required.

Education High School diploma or equivalent.

Required Testing

Physical Exam/TB Screening

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

Kansas Bureau of Investigations/Social & Rehabilitation Services

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 7