

# CITY OF AUGUSTA

## Department of Public Schools

### JOB DESCRIPTION

**TITLE:** STUDENT MONITOR

**REPORTS TO:** Building Administrator

**JOB GOAL:** Responsible for monitoring student behavior during lunch time and recess. Assist with managing the flow of meal service and ensuring that students follow school safety guidelines and procedures.

**QUALIFICATIONS:**

1. High School Diploma or equivalent;
2. Previous successful work or volunteer experience with children;
3. Calm and respectful demeanor;
4. Successful background, criminal records, fingerprinting and reference check; and
5. Strong verbal communication skills.

**PERFORMANCE RESPONSIBILITIES:**

- Manages student behavior during meal service
- Participates in school safety drills
- Dismisses students in an orderly manner at the scheduled time
- Establishes regular communication with the Principal, Teachers, and other staff members
- Communicates with students and school staff in a positive and professional manner utilizing appropriate interpersonal skills
- Safely and securely carries out safety procedures when children are on the playground and in the lunch room
- Encourages good table manners
- Participates in on-going training to support students
- Performs all other appropriate duties as assigned.

**TERMS OF EMPLOYMENT:**

Part-time school year position

Hours and work schedule to be determined on an annual basis

**EVALUATION:**

The Principal or designee will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

- External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.

Approved by: James Anastasio  
Superintendent of Schools

Date: 6/26/13