

Del Norte County Unified School District

Position Description

Position: Student Activity Monitor	Salary Range: 106
Department/Site: Various	FLSA: Non-exempt
Reports to/Evaluated by: Principal	

Summary

Assists and oversees students' conduct on an assigned school campus and/or on school based transportation (school bus), ensuring a safe environment for staff, students, and visitors.

Distinguishing Career Features

The Student Activity Monitor is the first in a two-level career path. This position requires experience working with children and the ability to assure the safety of students, and intervene if negative behaviors are observed. The Student Conduct Specialist requires the ability to assist students in peer mediation, mentor at-risk students, diffuse confrontational situations, and conduct surveillance of buildings and grounds.

Essential Duties and Responsibilities

- Observes and controls behavior of students according to approved procedures. Assists in maintaining order among students on the school grounds during breaks and lunch periods and in the cafeteria.
- Monitors a school campus, parking lots, adjacent areas and other facilities, to discourage loitering, harassment, improper behavior, property damage, and theft.
- Maintains student conduct and assures student safety on school bus(s). Assures proper seating arrangements and maintains safe noise levels within the vehicle. Monitors and assists the students and the Driver while the bus is in operation.
- Monitors campus parking and traffic movement.
- Encourages loitering students to return to class. Encourages non-students to leave the school premises.
- May take lunch tickets in the cafeteria. May enter tallies onto data sheets or on computer screens. May assist with other cafeteria related activities as needed.
- Prepares reports and maintains records regarding any problems or occurrences at the school site or in areas such as locker rooms.

- Monitors assigned area to assist students and to resolve minor problems. May assist student helpers in cafeteria by providing work direction and guidance.
- Monitors student activity and movement in study areas. May oversee student detention areas and document student accomplishments.
- Directs movement of students in an orderly manner.
- Assists students in developing and observing acceptable rules of conduct.
- Assists in cafeteria in supervising students in lunch lines.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Must have a basic knowledge of District and site policies, procedures and regulations regarding appropriate student behavior on grounds or in facilities. Must understand basic security and safety procedures. Requires knowledge of age appropriate student behavior and the techniques for overseeing students in unstructured settings. Must have sufficient interpersonal skills sufficient to deal with normal and possibly confrontational situations. Requires basic report writing and record keeping skills.

- **Abilities**

Must be able to assess situations, interpret student behavior and apply appropriate measures to enforce school regulations. Requires the ability to diffuse situations calmly and with authority. Must be able to work independently in carrying out the duties of the position. Must be able to prepare descriptive reports and maintain records of problems or situations requiring intervention. May require the ability to complete first-aid training within a reasonable time.

- **Physical Abilities**

Incumbent must be able to work inside and outdoors engaged in work primarily of an active nature. Requires the ability to maintain cardiovascular fitness in order to run, for the purpose of reaching incidents on a timely basis. Requires ambulatory ability to stand and walk for extended periods of time, physical strength to carry up to 150 pounds on an occasional basis, and agility to respond to emergency situations. Requires near and far visual acuity to observe campus activity and read reports and written instructions. Requires hearing for ordinary conversation and to hear other sounds in order to respond to normal and emergency situations.

- **Education and Experience**

Any combination equivalent to: Graduation from high school or equivalent (GED), and one year of experience working with children in structured or unstructured settings.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed in an often noisy office, cafeteria, transportation, and outdoor environment with minimal exposure to loss-time accidents. There is some risk of physical harm. There is some, yet remote exposure to communicable diseases.