

Geneva School – Substitute Vacancies
Salary: \$15.50/hr

SCHOOL MONITOR

MINIMUM QUALIFICATIONS: None

DISTINGUISHING FEATURES OF THE CLASS: This is work of ordinary difficulty involving responsibility for assisting teachers by performing assigned routine tasks including the supervision and care of children. Since there are definite limits on the type and complexity of assignments, the class of School Monitor differs in that respect from Teacher Aide which usually involves duties of greater difficulty generally requiring specific skills or abilities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists teachers in supervising recreation and lunch periods and study halls;
Assists Bus Drivers in loading, transporting and unloading handicapped children;
Guides children safely across streets and intersections;
Maintains order in gymnasiums, locker rooms and swimming pools;
Oversees students passing between classes and in locker rooms and on premises before and after school;
Issues athletic supplies and equipment;
Helps children in lower grades with wearing apparel;
May perform simple clerical duties under close supervision;
May render elementary first aid treatment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good general intelligence; ability to get along well with children and command their respect; some knowledge of first aid methods; clerical aptitude; neat personal appearance; familiarity with classroom routine; good powers of observation; tact; courtesy; good judgment; physical condition commensurate with demands of the position.

APPROVED: SEPTEMBER 22, 1988

CIVIL SERVICE CLASSIFICATION: LABOR

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