

Red Wing Public Schools Position Description

Student Monitor

General Information

Department:	Building Administration and Support
Unit:	RW Education Support Personnel
Immediate Supervisor:	Building Principal or Assistant Principal
Grade Placement:	5
FLSA Status:	Non-Exempt

Position Summary

The Student Monitor is responsible for providing a variety of student supervisory, receptionist, and general clerical support within an assigned building. Duties include providing general direction and assistance to visitors as a “greeter”; monitoring attendance lines and updates student attendance; supervising and monitoring lobby areas; maintaining sign-in and sign-out sheets; monitors building security doors/locks and makes security rounds; monitors cross walks; and supervises playground.

Essential Duties and Responsibilities

1.	Serves as a desk greeter. Performs such duties as: <ul style="list-style-type: none">a) Provides information and direction to visitors and parents.b) Monitors and maintains building sign-in and sign-out sheets and logs for all students and visitors; provides visitor badges/stickers to visitors and parents.c) Supervises lobby areas.d) Sends student passes to classroom teachers.e) Listens to attendance line and updates student attendance data accordingly.f) Verifies attendance and contacts parents at home for absent students.
2.	Monitors and provides security and/or student supervision, as needed. Performs such duties as: <ul style="list-style-type: none">a) Monitors all security doors and makes building rounds to monitor and check all outside doors and to make bathroom checks.b) Monitors and supervises students during recess. Makes sure equipment is in good condition and monitors student behavior and safety.c) Monitors student safety and crosswalks. Makes sure students use cross walks and cars stop to allow children to cross.
3.	Provides assistance and monitors/supervises students during in-school suspension, as needed.
4.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training:	High school diploma or GED
Degree Information:	Not applicable
Major Field of Study or Degree Emphasis:	Not applicable
Required Work Experience:	None
Licenses / Certifications Required:	None

Essential Knowledge Required to Perform the Essential Functions of the Position

- School practices, policies, and administrative guidelines.
- District disciplinary rules and rules of student conduct.
- Basic operation of office equipment.

Essential Skills Required to Perform the Work

- Oral communication skills.
- Establishing and maintaining effective working relationships with school staff and students.
- Communicating and enforcing school policies and procedures.
- Applying judgment when dealing with students and resolving conflicts.
- Maintaining attendance records, ISS records and files required of job.
- Monitoring student behavior, safety and building security.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best described as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands arms				X
Climb or balance		X		
Stoop, kneel, crouch or crawl			X	
Talk or hear			X	
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are performed in a typical school setting. Work involves minimal exposure to hazards and/or risks associated with the performance of the job. There may be occasional disagreeable human interactions when dealing with students.

Classification History and Approval

Created: 6/2014 by Bjorklund Compensation Consulting

Revised: 4/15/16