

# KYRENE SCHOOL DISTRICT, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: **Monitor**

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
<b>A</b>	<b>1</b>	<b>0</b>
<b>DEPARTMENT:</b> Teacher	<b>ACCOUNTABLE TO:</b> Transportation Coordinator/Assistant Principal	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for providing safety to children on school grounds, on buses, and in lunchrooms and ensuring safe environment. Duties include: ensuring safety of children; escorting students to and from classrooms; delivering messages from parents or teachers; attending to children’s minor medical needs; assisting driver to clean and make sure bus is equipped and stocked with supplies; assisting students and adults to safely cross streets; assisting students in the lunchroom; managing the bike rack area; managing street signs; enforcing school and crosswalk rules; enforcing school policies; supervising clean-up of lunchroom; organizing playground games; ensuring safe playground behavior; and, ensuring that no strangers come on to school property.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Monitor is a stand alone classification.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Ensures safety of children to include securing safety belts, car seats, and wheelchairs on bus, restraining violent children, and helping students to and from bus.	Daily	A1
2.	Picks up and drops off students to include escorting students to and from classrooms, delivering messages from parents or teachers, and helping students with backpacks and jackets.	Daily	A1
3.	Assists students and adults to safely cross streets; assists students in the lunchroom.	Daily	A1
4.	Attends to children’s minor medical needs on bus and playground to include taking care of personal hygiene, and applying band-aids.	Daily	A1

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
5.	Assists driver in cleaning and making sure bus is equipped and stocked with supplies to include sweeping the floor, washing windows, and keeping kleenex, windex, paper towels, car seats and wheelchair restraints on hand.	Daily	A1
6.	Monitors the bike rack area.	Daily	A1
7.	Monitors street signs to include ensuring that street signs are brought in and locked up at the end of the day.	Daily	A1
8.	Enforces school and crosswalk rules to include making sure students follow rules safely such as walking bikes, rollerblading, and misconduct.	Daily	A1
9.	Enforces school policies in the lunchroom and on the playground.	Daily	A1
10.	Organizes playground games; ensures safe playground behavior.	Daily	A1
11.	Ensures that no strangers come on to school property.	Daily	A1
12.	Performs other duties of a similar nature or level.	As Required	N/B

**Knowledge** (position requirements at entry):

Knowledge of:

- Health problems, first aid, and cardio pulmonary resuscitation;
- Special needs children;
- Traffic safety;
- School, crosswalk, and traffic rules and policies.

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**Skills** (position requirements at entry):

Skill in:

- Using equipment such as wheelchair lifts, harnesses, seatbelts, restraints, car seats, wheelchair restraints, maps, first aid kits, walkie talkie, traffic vests, street signs, brooms, dust pans, mops, balls, jump ropes, and back braces;
- Dealing with special needs children;
- Dealing with health problems;
- Basic equipment operation;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

High School diploma (or G.E.D.), or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

- Cardio Pulmonary Resuscitation and First Aid certificates.

**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to hazardous physical conditions, fumes, odors, dusts, gases, poor ventilation, chemicals, blood, other body fluids, oils, extreme temperatures, work space restrictions, intense noises, and travel.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (ARK)

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