



Job Title:	Monitor (Hall, Bus, Lunch, Recess)	Job Category:	CSEA 10 Month
Location:	Petrova Elementary/HS/MS/B'dale	Schedule/Hours:	5-40 hrs per week, pending position.
Level/Salary Range:	Min Starting \$15.80/hr	Position Type:	Full Time or Part Time
HR Contact:	Gina Pollock, pollockgin@slcs.org	Reports To:	Vernon James
External Posting URL:	www.slcs.org , → Employment Opportunities		

Job Description

Job description

Distinguishing Features of the Class:

The school monitor position for the Saranac Lake Central School District is a non-instructional position involving assistance to teachers and staff in routine non-teaching duties. This is work of ordinary difficulty involving responsibility of assisting teachers and staff by performing assigned tasks, including the supervision and care of pupils in the school. The class of School Monitor differs in that of Teacher Aide which usually involves duties of greater difficulty generally requiring specific skills or abilities.

Typical Work Activities:

- Assists teachers and staff in supervising students in various school activities and school settings;
- Assists in maintaining order in non-classroom areas, including school buses, and cafeteria;
- Oversees students passing between classes, on premises and arrival and departure from school;
- Observes student behavior and reports to proper authority;
- When necessary, helps students with wearing apparel;
- Performs simple clerical duties under close supervision;
- May assist students safely across streets and intersections;
- May issue athletic supplies and equipment;
- May issue visitor passes and maintain visitor logs;
- May issue and check student passes (in and out);
- May answer phones;
- May track student off campus activities in relation to attendance;
- May oversee disabled student activities;
- May organize activities on playground, etc;
- May show students how to get along with others;
- Supervise playground and cafeteria;
- May assist individual students as assigned.

Full Performance Knowledge, Skills, Abilities, and Personal Characteristics:

Good general intelligence; ability to establish good relationships with children and others; familiarity with classroom routine; good powers of observation; tact; courtesy; good judgment; neat personal appearance; ability to maintain discipline.

Full time options available: either 7:30am-4pm, or 10:30-4pm. Both full time!

Part time option: 10:30am-1pm.

School schedule! All breaks the same as students, as well as summers off!

To Apply: Please fill out the Civil Service Application as well as the Non-Instructional Application available on our website www.slcs.org under employment opportunities. If you do not have availability to print, please email pollockgin@slcs.org to set up a time to pick up the applications from the district office. Thank you!