



JOB DESCRIPTION
SCHOOL DISTRICT U-46
HUMAN RESOURCES

<u>Position / Title:</u> Monitor	
<u>Bargaining Unit:</u> NON-UNION	<u>Department/Location:</u> Secondary Schools Instruction & Equity
<u>Work Days:</u> 176	<u>Reports To:</u> Building Principal or Designee
<u>JD Revision Date:</u> 05/26/2023	<u>Supervises:</u> N/A

Function / Position Summary

Assists in student behavior monitoring throughout the school day to ensure a positive school culture. Communicates effectively with students and staff. May be asked to travel to attend job related trainings. Adheres to school and district policies, procedures, and components of the school-wide management plan/PBIS framework.

Job Duties / Responsibilities

- Monitors student behavior in hallways, cafeteria, classrooms, or other areas in the building as assigned.
- Escorts students to and from various areas (class, office, etc.,) as requested.
- Prepares daily and weekly reports, and maintains student sign-in logs.
- Communicates behavioral concerns to administration.
- Assists in appropriate action to defuse student conflicts as trained.
- Compiles and reports individual or group incidents and the action taken and/or recommended.
- Other duties as assigned.

Education

- High School Diploma or equivalent (required).
- Bilingual - Spanish/English (written/verbal) preferred.

Experience / Knowledge

- Experience working with student behavioral intervention techniques (preferred).
- Knowledge of Student Code of Conduct (preferred)

Physical Demands

- Ability to lift and/or carry up to 50 lbs. with proper technique.
- Required to climb stairs and stand for the majority of the day.

Terms of Employment

- This is a Nine (9) month – 176-day count position.
- Salary and benefits as established by the Board of Education.

Employee Signature: _____ **Date:** _____