



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

December 2018

New Job Description

Personnel Commission Approval: November 13, 2018

Board Approval: December 3, 2018

Elementary School Monitor

Definition

Under general direction of the school principal or designee, monitor students on playgrounds, cafeteria, and other designated areas during non-instructional time, and perform related duties as directed.

Essential Duties and Responsibilities

- Supervise students and maintain a safe and positive environment on school grounds;
- Assist with emergency situations;
- Maintain order and perform assigned duties in the cafeteria and/or outside eating areas;
- Maintain confidentiality regarding students at all times;
- Maintain appropriate professional relationships and demeanor with students;
- Report details of accidents to the principal or site secretary;
- Administer CPR and First Aid as needed.

Required Qualifications

- Possess and maintain current First Aid and CPR certification;
- High school diploma or equivalent.

Training and Experience

- Experience working with children in an organized setting.

Knowledge of

- District and school policies, rules, and regulations;
- General social and emotional characteristics of students;
- General safety practices;
- Conflict resolution techniques.

Ability to

- Work effectively and efficiently with all levels of District personnel;
- Communicate effectively;
- Issue understandable instructions;
- Maintain acceptable standards of behavior among students;
- Complete and understand simple forms.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 123
- School Year