

Corning Union Elementary School District  
Job Description

JOB TITLE: CAMPUS SAFETY MONITOR

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Salary Range:	7	Department:	Campus Supervisor
Reports To:	Site Administrator	Approved by:	Board of Trustees January 17, 2007

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POSITION SUMMARY:

To provide supervision of students on campus and in the gym/locker room. May also provide clerical assistance as directed by the site supervisor.

ESSENTIAL FUNCTIONS:

Supervises students during physical education class while they are dressing and undressing.

Provides campus supervision in all areas (lunchroom, playground, etc.), maintaining order and enforcing school safety rules.

Reports special behavioral problems to the school principal or designee.

Consults with the principal or designee on maintaining acceptable behavioral standards and improvements on the safety and welfare of children.

Organizes, directs, and assists children in games outdoors, and indoors during inclement weather.

Completes the proper documentation for disciplinary actions.

Provides or assists in obtaining first aid for students.

Operates various office machines.

Maintains confidentiality at all times.

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

Provides clerical assistance on an as needed basis, as directed by the site supervisor.

Assists handicapped students with special needs.

Other related duties as assigned.

QUALIFICATIONS/EDUCATION:

High school diploma or the equivalent.

Ability to work with children and interact with people of all ages.

Strong verbal, written, and interpersonal skills.

Ability to keep accurate and detailed records.

Ability to maintain confidentiality.

Working knowledge of various computers and software desirable.

Ability to work independently with a minimum of guidance and supervision, following oral and written directions.

Must have personality to maintain human relationships demanded in a public service agency.

Ability to speak, read, write, and communicate effectively in English.

Ability to type.

Ability to physically perform the essential functions of the job.

Ability to walk and stand for extended periods of time.

Ability to work in inclement weather.