

Job Title: Elementary Campus Monitor	Wage/Hour Status: Hourly, Part-time
Reports to: Principal/Campus Administrator	Pay Grade: 301
Dept/School: Assigned Campus	Date Revised: August 1, 2023

Primary Purpose

Work under the supervision of and assist the principal in the supervision of the Elementary School by monitoring the campus and parking facilities.

Qualifications

Education/Certification

High School Diploma/GED or higher education from an accredited institution of higher education

OR

Written employment recommendation from Elementary Principal/Campus Administrator concerned

Special Knowledge/Skills

- Ability to read, write, and speak English
- Ability to work with children and adults
- Ability to follow verbal and written instructions
- Ability to carry out responsibilities in a prompt and efficient manner
- Good organization, communication, and interpersonal skills
- Ability to communicate clearly with parents

Experience

Experience working with students and parents

Major Responsibilities and Duties

1. Maintain discipline and ensure safety of students in the playground area, halls, restrooms, cafeteria, and other areas on campus by upholding and enforcing school rules and regulations.
2. Report to the principal or his/her designee, students, and visitors who violate school rules and regulations.
3. Communicate with principals, teachers, students, and parents.
4. Exercise emotional stability, patience, tact, and good judgement in any situation.
5. Model good oral language.
6. Interact with children on campus.
7. Assist in supervising arrival or departure, and other assigned activities.
8. Assist in safety drills
9. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress, works with frequent interruptions. Frequent standing, stooping, bending, and kneeling. Work outdoors and is exposed to extreme temperatures and inclement weather.

Terms of Employment

180 days; part-time position and hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos, at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 230-2829.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball 230-2829.