



DEPEW UNION FREE SCHOOL DISTRICT

District Offices
5201 S. Transit Road
Depew, New York 14043-4335
www.depewschools.org

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INTERNAL CSEA JOB POSTING NOTICE OF VACANCY

TITLE: SCHOOL MONITOR - HALLWAY- PART-TIME
(10 MONTH POSITION)

LOCATION: Middle School
Shift: 11:00 am -2:45 pm M-F

SALARY: As per CSEA agreement

**ANTICIPATED
START DATE:** 1/17/18

**QUALIFICATIONS/
DUTIES/SKILLS:** See Attached Information

**APPLICATION
DEADLINE:** 1/8/18

INTERESTED PARTIES SHOULD SUBMIT AN APPLICATION IN WRITING TO:

Jeffrey R. Rabey, Ph.D., Superintendent of Schools
DEPEW UNION FREE SCHOOL DISTRICT
5201 S. Transit Road
Depew, New York 14043

12/28/17

POSITION: SCHOOL MONITOR (10 MONTH POSITION)

PERFORMANCE RESPONSIBILITIES:

1. Assists in supervision and maintains order in corridors, recreation areas, parking lots and other school facilities and grounds before, during and after school hours.
2. Monitors buildings and grounds to prevent vandalism, theft and illegal entry.
3. Guides students in safe practices inside and outside the school building.
4. Reports any unusual or suspicious circumstances to building administration
5. Monitors school grounds to detect unauthorized persons, vehicles or gatherings.
6. Confronts unauthorized persons for questioning, routes or detains them, calling building administration for assistance when appropriate.
7. Assist in record-keeping as necessary (logging incidents, periodic clerical duties, etc.).
8. Assists students with special needs.
9. Performs other related work as assigned by the school administration.

DESIRED QUALIFICATIONS:

1. Ability to establish and maintain appropriate relationships with students, maintain order and enforce school regulations;
2. Ability to develop and maintain appropriate relationships with teachers, administrators and staff;
3. Computer literate;
4. Good power of observation; dependability; neat personal appearance; tact; courtesy; and good judgment;
5. Ability to understand and follow oral and written instructions;
6. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma; OR
2. Four (4) years experience in the care and supervision of children; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2).