

# CENTRAL SCHOOL DISTRICT

**Job Title:** Proctor

**Occupational Group:** Hourly Employee

**Reports to:** Principal/Administrator

**Pay Range:** Range 16

**Date of Board Approval:** 2/1/2018

**Work Year:** 10 months

---

## **DEFINITION**

Under the supervision of the Site and District administrators, provide student supervision through out the school day in the Elementary and Middle schools of the District; participates in site security and safety, parking and traffic control and perform other related duties as required.

## **QUALIFICATIONS**

### **Education/Certification:**

- High school diploma or equivalent.
- Must obtain within six (6) months of employment first aid certification including CPR training and keep both current.
- Department of Justice clearance
- Current TB test with screening every 4 years to remain up to date

### **Knowledge and Abilities:**

#### Knowledge of:

Campus and District rules and regulations; basic health and safety regulations; interpersonal skills including tact, patience and courtesy; basic crowd and traffic control methods; basic concepts of child growth and development, and developmental behavior characteristics; student behavior management strategies and techniques; basic knowledge of first aid; emergency procedures including fire drills, intruder on campus, natural disaster, and others.

#### Ability to:

Follow oral and written directions; communicate effectively; recognize and report dangerous conditions or situations; remain calm and respond appropriately in an emergency situation; intervene in and defuse conflict situations on campus as necessary; demonstrate flexibility when receiving direction from a variety of sources; learn school rules and regulations and apply to everyday situations in a variety of settings on the school campus, in a fair, firm and equitable manner; move quickly and freely through the work shift and lift/drag an injured student to safety in the event of an emergency on campus. Establish and maintain cooperative working relationships with those contacted in the course of the workday including but not limited to staff, students and parents; problem solve, be flexible and adjust assignments on short notice

**ESSENTIAL & REPRESENTATIVE DUTIES** – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Monitors student behavior on the school campus. **E**
2. Coordinates with school principal or designee on enforcement of specific school rules and district policies and reports any behavior problems, bullying, accidents or exceptional incidents to the designated authority. **E**
3. Patrol campus perimeter, playground, lunch areas, classrooms, rest rooms, parking lots, internal and external campus areas, and other assigned facilities according to established procedures. **E**
4. Perform minor cleaning duties. **E**

**ESSENTIAL & REPRESENTATIVE DUTIES (continued)**

5. Operate communication devices efficiently and appropriately. **E**
6. Complete incident reports, when required. **E**
7. Maintain positive personal relationships with students, parents, and staff members. **E**
8. Maintain confidentiality when working with staff and students. **E**
9. Encourage and promote consistency and adherence to common safety standards and procedures. **E**
10. Assign playground equipment to students. **E**
11. Encourage active participation, fair play and good sportsmanship on the playground. **E**
12. Encourage acceptable student behavior. **E**
13. Assist and direct campus visitors. **E**
14. Report unusual activities or unauthorized visitors to the school office or administration. **E**
15. Assist in defusing potentially volatile and hostile situations involving students and adults on campus during established school hours and/or after-hour school functions. **E**
16. Assist during disasters or school-wide emergencies. **E**
17. Perform basic first aid and assist with student injury or health issues. **E**
18. May assist with clerical tasks. **E**
19. Performs other duties as assigned. **E**

**WORKING CONDITIONS**

Performs majority of duties outdoors; position requires standing for long periods of time, may be exposed to adverse weather conditions; may be exposed to anti-social behavior; blood borne pathogens exposure; may be exposed to contact with hostile or abusive individuals; subjected to seasonal heat and cold weather conditions.

**PHYSICAL ABILITIES**

Dexterity of hands and fingers to operate standard office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40lbs; ability to move objects and physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

**PROFESSIONAL EXPECTATIONS:**

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.