



## DEPEW UNION FREE SCHOOL DISTRICT

District Offices  
5201 S. Transit Road  
Depew, New York 14043-4335  
[www.depewschools.org](http://www.depewschools.org)

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Superintendent of Schools  
(716) 686-5105  
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Susan B. Frey  
Assistant Superintendent  
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Susan Arena  
Business Administrator  
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### INTERNAL CSEA JOB POSTING NOTICE OF VACANCY

**TITLE:** SCHOOL MONITOR – HALLWAY  
PART-TIME

**LOCATIONS:** Depew Middle School Shift: 7:15 am –11:00 am M-F

**SALARY:** As per CSEA Contract

**JOB DESCRIPTION:** See Attached

**QUALIFICATIONS:** See Attached

**APPLICATION  
DEADLINE:** April 20, 2018

**ANTICIPATED  
START DATE:** May 23, 2018

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

An appointment to this position is subject to a 26-week probationary period.

**April 16, 2018**

*"Inspiring, Challenging, Achieving"*

**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).