



# 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  
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Fax (716) 686-5101

Susan B. Frey  
Assistant Superintendent  
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Susan Arena  
Business Administrator  
(716) 686-5110  
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## INTERNAL/EXTERNAL CSEA JOB POSTING

**POSITION:** **SCHOOL MONITOR - Part-Time**

**LOCATIONS:** High School      Shift: 12:00 pm - 3:30 pm (Monday – Friday)

**START DATE:** **As soon as possible - Pending Board Approval**

**SALARY:** As per CSEA agreement

**HOURS:** \*Subject to change according to needs of District/Building

### 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).

### DEADLINE:

**INTERNAL LETTER OF INTEREST - NOVEMBER 6, 2018**

**EXTERNAL APPLICATION: NOVEMBER 21, 2018**

SCHOOL MONITOR  
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**INTERESTED PARTIES SHOULD SUBMIT TO:**

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

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

This notice of vacancy will be posted for (5) work days in all job units and at each time clock.

**October 31, 2018**