

MODESTO CITY SCHOOLS

JOB DESCRIPTION

INTERVENTION CENTER MONITOR

DEFINITION:

Under the direction of the Assistant Principal, supervise and monitor the behavior of students assigned to the intervention center; assist in the maintenance of an orderly and safe learning environment; maintain attendance logs and reports; provide referrals to additional services and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure effective supervision and observation of students assigned to the intervention center for behavioral concerns; compile instructional or testing materials from instructional staff; ensure students in the intervention center are occupied with school work; enforce classroom, school and District rules in the intervention center.
- Administer student roll call daily to ensure student attendance; monitor attendance logs and records; utilize computerized record keeping systems to record attendance and grades.
- Generate student achievement and/or behavior reports and attendance data and records, referrals and student activities; disseminate and collect students' assignments and materials that are provided by students' teachers.
- Ensure maintenance of a safe, clean and comfortable physical environment which conform with applicable standards of health and safety; provide safety and protection of assigned intervention center students.
- Perform a variety of administrative duties including maintenance of attendance records, referral forms and call slips; ensure adequacy of intervention center supplies.
- Effectively communicate and maintain cooperative relationships with those contacted during the course of work.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school, or equivalent and some experience working with high school age students and those with behavioral concerns.

DESIRED QUALIFICATIONS:

- First Aid and CPR.
- District's Student Conduct Code.
- Two years as a supervisor of junior or high school age students.
- Associate of Arts Degree or higher.

Knowledge of:

- State and local laws and District regulations pertaining to the intervention center.
- Communication strategies for students and adults.
- Methods of observing, evaluating and recording student behavior.
- Safety precautions and procedures.
- Local organizations and community services.
- Written communications skills.

- Record-keeping techniques.
- Telephone techniques and etiquette.
- Program philosophies and requirements.

Ability to:

- Supervise and monitor an intervention center for students with various behavioral issues.
- Prepare records and reports for students in the intervention center.
- Sufficient vision to read fine print, hearing to hear hand held radio conversation,
- Utilize communication and utilize hand held communication devices.
- Speak in a voice that can be clearly heard and understood on the telephone or hand-held radio, and in face-to-face conversations.
- Interact with children and adults in an effective manner.
- Maintain a healthy and safe environment.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.
- Maintain records and prepare reports.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor Environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity to use hands and fingers to manipulate small objects, operate telephone and print or write legibly to complete basic records and worksheets.
- Lifting and carrying heavy objects.
- Bending at the waist, kneeling or crouching.
- Seeing to observe students.
- Hearing and speaking to communicate with children and parents.
- Sit, stand, kneel, walk, stoop, bend and extend legs for prolonged periods of time.
- Reach horizontally and vertically with arms.

Hazards:

- Dissatisfied, hostile or abusive students.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 2/24/2015

Unit Approved: 4/22/2015

Board Approved: 5/11/2015

FLSA Status: Non Exempt

Intervention Center Monitor