

JOB POSTING
MANTON CONSOLIDATED SCHOOLS
January 11, 2023

CLASSIFICATION

Monitor

POSITION

Monitor

PAY

Subject to contract

HOURS

One 2.25 hour position – 10:45 a.m. – 1:00 p.m.

STARTING DATE

January 2023, or until filled

QUALIFICATIONS AND RESPONSIBILITIES

- Ensure all confidentiality is respected
- Excellent communication and interpersonal skills with students, staff, parents and community members; people oriented
- Experience in working with children individually and in small groups in a public school setting
- Prepared to perform supervisory duties in an outdoor environment, which may include adverse weather conditions
- Ability to supervise students in classroom, cafeteria and playground
- Direct student problems to the proper personnel
- Enjoy being around students, have a positive attitude
- Clerical and reception skills, ability to use PowerSchool and other school software programs preferred. Experience working in school office, filing, typing, copying or computer preferred
- Proper telephone etiquette
- Knowledge and experience with literature based approach to reading programs and manipulative math programs preferred
- Perform other duties as assigned by the administrator

Hiring would be subject to criminal records check as required by law.

Not have prior conviction of immoral act contributing to the delinquency of a child or felony involving moral turpitude

Drug screening required

If interested in the position, apply by 4:00 P.M. on January 25, 2023, to (email preferred):

MANTON CONSOLIDATED SCHOOLS
MR. JP KATONA, ELEMENTARY SCHOOL PRINCIPAL
105 FIFTH STREET
MANTON, MI 49663
[**jpkatona@mantonschools.org**](mailto:jpkatona@mantonschools.org)