

**WALL TOWNSHIP PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE: SCHOOL MONITOR: PARAPROFESSIONAL/NON-INSTRUCTIONAL

QUALIFICATIONS:

1. Demonstrates human relations skills, especially in working with students and staff.
2. Successfully completes required criminal history background check and has proof of U.S. citizenship status or legal resident alien status.

REPORTS TO: Building Principal or designee

JOB GOAL: To promote the safety and welfare of students and assist in maintaining a positive school environment.

PERFORMANCE RESPONSIBILITIES:

1. Supervises students in buildings and on school grounds as assigned.
2. Checks lavatories, hallways, parking lot and other specific locations of the building and grounds on a regular basis.
3. Handles routine student concerns and minor disciplinary situations in accordance with school policy and procedures.
4. Prepares and submits discipline referrals to the assistant principals as needed.
5. Assists school personnel during fire drills, building evacuations and other emergency situations as directed by the building principal or designee; makes certain the building is clear of students; assists with student management and performs other related tasks.
6. Gets students from classes or other assigned locations as requested by administrators, secretaries, guidance counselors or other school personnel and escorts them to designated places.
7. Interacts in a positive manner with students and staff.
8. Provides assistance to office personnel on an as-needed basis.
9. Performs other such tasks and assumes other such responsibilities as the principal or designee may assign.

TERMS OF

EMPLOYMENT: 180 day base, follows student calendar
Salary, as determined by the Wall Township Board of Education

EVALUATION: Job performance will be evaluated in accordance with the Board of Education's policy on evaluation of non-certificated personnel.