



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Monitor III (Campus H.S. - Lead)**

Position Type: Classified	Department: School
Salary Schedule: Classified	Reports to: Asst. Principal
Salary Range: Range 17	
Term of Employment: 9 months	Date: October 18, 2016
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists in maintaining orderly and safe environment including lunch areas, study halls, student areas, and other areas; to interrelate with and supervise students; to take preventative and disciplinary measures as directed; to maintain an environment which protects persons, property and instructional time.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Devises a schedule of work or itinerary, agenda or timetable, or establishes priorities for self and subordinate-level workers on a daily or weekly basis.
- Resolves technical or work procedure problems and questions presented by subordinate-level workers.
- Instructs, guides and counsels subordinate-level workers in carrying out a variety of tasks.
- Assists in planning staff development activities.
- Maintains positive relationships with students and staff; models appropriate adult behavior; maintains a positive cordial relaxed environment.
- Maintains order and discipline in an assigned area according to a prescribed plan including handling of student altercations, possession of controlled substances, etc.
- Assists in assessing damage to school property and writes report.
- Escorts students to nurse's office or escorts nurse to area where student is injured.
- Writes campus parking tickets and documents infractions for improperly parked cars as directed.

- Responsible for parking stickers and assists in coordinating student and staff parking on campus.
- Escorts trespassers off campus according to school procedures.
- Escorts parents, students to lockers as directed.
- Confers with parents as directed.
- Attends staff meeting of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation.
- Confers with supervisor by presenting and aiding in the resolutions of difficult problems or questions, discussing plans and actions to be taken, making appropriate decisions.
- Coordinates and assists other staff in maintaining a safe, orderly, and positive environment.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises 1-4 campus monitors.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.

- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually loud.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.