

Job Description

Job Title: Recess Monitor

Job Classification: Non-exempt

Position is non-contracted and part-time

Supervisor: Principal

Pay Grade: \$12.00 per hour

Job Summary

Position is responsible for monitoring and assisting students while at recess.

Essential Duties

1. Oversee outside play and/or activities
2. Monitors student behavior to ensure a safe play environment
3. Report incidents and accidents through established forms and procedures.
4. Provide feedback of student discipline observations to the classroom teacher(s) and/or administrative staff.
5. Models nondiscriminatory practices in all activities.
6. Attend and participate in Recess Monitor meetings and training sessions as required.
7. Other duties as required by the Principal.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Ability to follow written and oral instructions. Desire to put forth best effort in all assigned duties. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public. Demonstrate fair, consistent, and sound judgement when coping with conflicting situations. Apply knowledge and experience of health and safety requirements.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to stand for extended periods; exhibit manual dexterity to clean assigned area; speak in audible tones so that others may understand clearly; ability to bend and stoop.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an outside environment. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: None

Supervision Received: Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The Recess Monitor will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

10/2022 CR