

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** SCHOOL MONITOR

**TITLE #:** 1562

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible work involving guiding children safely across streets, intersections and in and around school buildings, school buses and facilities as well as greeting and directing visitors and children within school buildings. The work is performed under the direct supervision of a senior school official. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Guides children safely across streets and intersections;

Oversees students passing between classes and in locker rooms and other school facilities and buildings;

Assists younger students with outer wearing apparel;

Assists in maintaining order and discipline of all students while on school property and in school vehicles;

May be in charge of rest periods;

May assist teachers with supervision of recreation and/or lunch periods;

Greets visitors to school buildings and direct to appropriate official;

Issues visitor passes and maintains a log of visitors;

May perform miscellaneous clerical tasks;

May be in charge of specified equipment and/or supplies;

May monitor school bus rides and ensure safe transportation for every school bus passenger;

May reinforce basic behavioral and learning activities to maintain and improve safe and appropriate behavior on the bus;

May perform food service or custodial duties on a substitute basis.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of school policies and procedures; ability to get along with children and the general public; ability to understand and follow oral and written instructions; ability to communicate effectively; ability to control adverse situations; willingness to work under adverse conditions; tact and courtesy; dependability; good powers of observation; physical condition commensurate with the demands of the position.

**CLASS TITLE:** SCHOOL MONITOR (continued)

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**MINIMUM QUALIFICATIONS:** None are required

**JURISDICTIONAL CLASSIFICATION:** Labor

**REVISED:** 02/16/07 at