



***Seneca County***  
***Personnel Department***

1 DI PRONIO DRIVE  
WATERLOO, NEW YORK 13165

**Kathy Corona**  
Personnel Officer

**JoLyn Yochum**  
Personnel Technician

Tel: 315-539-1710  
Fax: 315-539-1658

**TO: ALL APPLICANTS APPLYING FOR SCHOOL MONITOR**

**FROM: SENECA COUNTY PERSONNEL DEPARTMENT**

**SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION**

Please be advised that we are accepting applications for this title on a continuous basis. When applying for this title, please indicate the jurisdiction(s) (Towns, Villages, Schools or Seneca County) that you wish your application to be sent on the online application.

PLEASE NOTE: Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. Please contact the school district for availability and salary information.

**SCHOOL MONITOR GENERAL STATEMENT OF DUTIES:**

Helps school teachers by assisting in routine non-teaching duties including pupil supervision; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is work of ordinary difficulty involving responsibility for assisting teachers by performing assigned routine tasks including the supervision and care of children. Since there are definite limits on the type and complexity of assignments, the class of School Monitor differs in that respect from Teacher Aide which usually involves duties of greater difficulty requiring specific skills or abilities.

**TYPICAL WORK ACTIVITIES: (Illustrative Only):**

Assists teachers in supervising recreation, lunch periods, study halls;  
Guides children safely across streets and intersections;  
Maintains order in gymnasiums, locker rooms, swimming pools, or on school buses;  
Oversee students passing between classes and in locker rooms and on premises before and after school;  
Helps children in lower grades with wearing apparel;  
May perform simple clerical duties under close supervision;  
May render elementary first aid treatment;  
May perform minor cafeteria clean-up, such as wiping off dining tables and chairs.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good general intelligence; ability to get along well with children and command their respect; some knowledge of first aid methods; clerical aptitude; neat personal appearance; familiarity with classroom routine; good powers of observation; tact; courtesy; good judgement; good physical condition.

**MINIMUM QUALIFICATIONS: Either:**

None required, but completion of a grade school course and experience with children are desirable.