

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### MONITORIAL AIDE I

**SALARY SCHEDULE: SSP1**

**COST CENTER: DISTRICT-WIDE**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Must be able to communicate effectively.
- (3) May require typing and computer skills.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and understanding of children. Ability to follow directions and to work as a team member.

**REPORTS TO:**

School Principal or Designee

#### JOB GOAL

To assist the teacher or department with duties as assigned.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assist school personnel with supervision of areas assigned.
- \* (2) Perform minor clerical duties, such as copying, filing, recording and the like.
- \* (3) Assist in maintaining a safe learning environment.
- \* (4) Monitor and report inappropriate student actions.
- \* (5) Perform miscellaneous duties as assigned by appropriate school personnel.
- \* (6) Demonstrate initiative in the performance of assigned responsibilities.
- \* (7) Model and maintain high ethical standards.
- \* (8) Follow attendance, punctuality and proper dress rules.
- \* (9) Maintain confidentiality regarding school matters.
- \* (10) Maintain positive relationships with staff and vendors.
- \* (11) Participate in workshops and training sessions as required.
- \* (12) Communicate effectively with staff.
- \* (13) Keep supervisor informed of potential problems or unusual events.
- \* (14) Respond to inquiries and concerns in a timely manner.
- \* (15) Prepare all required reports and maintain all appropriate records.
- \* (16) Follow all School Board policies, rules and regulations.
- \* (17) Exhibit interpersonal skills to work as an effective team member.
- \* (18) Demonstrate support for the School District and its goals and priorities.
- (19) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

**School Board Approved - September 4, 2001 – Revised February 18, 2010**

**MONITORIAL AIDE I** (Continued)

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 03**

\*Essential Performance Responsibilities