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