

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:**                    **Building Monitor**

**REPORTS TO:**         **Assistant Principal**

**JOB SUMMARY:**     Provides a safe and secure environment for the entire school population before, during, and after school hours. This includes monitoring at arrival, lunch, change of classes, dismissal coverage of classes, and providing assistance in the student services centers.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Provides safety and security to students, faculty, staff, and all visitors before, during and after the school day.
2. Provides a visible presence during lunch periods and monitor students during lunch periods.
3. Covers classes as needed due to teacher shortages and meetings, and oversee study halls, homerooms, and detention.
4. Provides all necessary assistance in the student service centers.
5. Be on-site during the arrival and departure of school buses.
6. Escorts problem students from their classrooms to student service centers.
7. Assists with handicapped and injured students to elevator who require the elevator or the nurse's station.
8. Provides a visible presence and assist during large school events, such as assemblies, pep rallies, and special events.
9. If able, may act as an interpreter for those students needing assistance with the English language.
10. Performs other duties as assigned by the Assistant Principal.

**QUALIFICATIONS:** One year experience in working with students, monitoring students, or equivalent experience. High school diploma or equivalent is necessary. Knowledgeable in first aide, CPR, mediation skills, passive restraint, and crisis intervention procedures and practices. Must be able to work with students.

**REQUIREMENTS:** Medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Some stooping, kneeling, bending, and twisting of the body required. Ability to lift and/or carry supplies weighing no more than 20 lbs. Ability to mostly walk with

some sitting and standing or moving throughout the work environment. Ability to provide safe physical management of students when necessary.

**SENSORY ABILITIES:** Visual acuity. Auditory acuity.

**WORK ENVIRONMENT:** Typical school environment. Subject to inside and outside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Able to make judgments and work in situations that may be stressful.

**COGNITIVE ABILITY:** Ability to communicate effectively. Ability to organize tasks. Ability to exercise good judgment.

**SPECIFIC SKILLS:** Ability to use/operate school district equipment when necessary.

**CLASSIFICATION:** Support staff; Noninstructional Meet and Discuss 10 month classification. Cabinet Code – D.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*

8/2/06-bac