



Christian Brothers High School

Job Description

Job Title: **School Monitor**
Reports to: Dean of Students
Status: Non Exempt - Full-time
Salary: TDB

The Mission of Christian Brothers

Christian Brothers High School is a Lasallian Catholic coeducational college preparatory high school. We are dedicated to inspiring and empowering young men and women with a challenging, relevant, and diverse academic program and co-curricular activities. Students thrive in a Christ-centered community that fosters faith, integrity, global citizenship, leadership, and service, preparing students for college and life.

Summary of Position: Under supervision, the supervision of the Dean or Assistant Dean, the school performs a variety of non-teaching duties requiring the exercise of good judgment and the ability to get along well with youth, and/or young adults. The School Monitor is responsible for the supervision of students and student activities and for maintaining order in school buildings, on school grounds, and at campus entrances during the school day and both before and after school as needed. The Monitor may occasionally work at an off-campus school function, such as an athletic event or school dance. This work requires the employee to be able to maintain discipline among students in a courteous but firm manner, documenting any incidents that need disciplinary action and reporting them to the Dean. The School Monitor generally functions outside the classroom maintaining order and does related work as required.

Duties:

1. Oversees and monitors student behavior by walking hallways, campus grounds, locker rooms, and cafeteria to ensure students are proceeding to their classes in an orderly manner.
2. Oversees and monitors the behavior of students in the Learning Commons and Cafeteria.
3. Helps maintain order in classrooms, and on school grounds by removing students in the event of unruly behavior.
4. May assist teachers with supervision during breaks and lunch periods.
5. May function as a representative for students to bring issues/concerns to the attention of teachers, counselors, and administration.
6. May render elementary first-aid treatment.
7. May occasionally perform miscellaneous manual clerical duties such as filing and making photocopies.
8. May function as a "guide" for members of the community who wish to tour a school district's campus and/or classes

Qualifications Knowledge and Skills

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“The Place to Be.”



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1. Demonstrated ability and desire to embrace ownership of the Lasallian Catholic mission.
2. Demonstrated recent and relevant experience in an educational setting, especially in the supervision of students.
3. Intermediate knowledge of Microsoft Office Outlook, Word, and EXCEL)
4. General knowledge of descriptive report writing.

Education and Experience

1. Knowledge of best practices in security and safety training. Specific experience relating to safety and security in a high school setting is preferred.
2. Education equivalent to an AA degree from an accredited organization is preferred.
3. Equivalent to completion of the twelfth grade.

Physical Requirements

1. Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis
2. Ability to grasp, push, and/or pull objects
3. Ability to reach overhead
4. Ability to lift up to 70 lbs.
5. Ability to operate a computer
6. Ability to process written, visual, and/or verbal information
7. Ability to operate basic office equipment and tools PC, Fax Machine, Telephone, Calculator, Copier, Printer.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. Christian Brothers High School will attempt to satisfy requests as long as the accommodation needed would not result in an undue hardship.

Those interested should submit a resume and cover letter to hr@cbhs-sacramento.org Along with your submission in the subject line please list the title of the position you are interested in applying. This position is open until filled.

This document in no way constitutes an offer of employment nor acts as terms and conditions of employment.

Christian Brothers High School is an Equal Employment Opportunity Employer.
Minorities/Women/Veterans/People with Disabilities.

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