

PERSONNEL NEWS

Personnel Office

Jennifer Kazmark, Assistant Superintendent

Please Post

VACANCY

School Safety Monitor

Effective Date – January 4, 2022

SALARY:

\$38,000

Candidates must meet Civil Service qualifications for the position and may be appointed by one of the following methods:

1. Eligible for appointment from a valid Civil Service List of eligibles.
2. Someone already holding the title may request a transfer.
3. If no valid Civil Service list exists, a person not on the list, but who satisfies the qualifications for the title may be appointed on a provisional basis. A provisional appointee must be reachable on the next competitive list in order to remain on the job. **Please see attached Civil Service Job Description for Minimum Requirements.**

Please note: All hires are contingent upon a clean fingerprint background check and fit-for-duty physical exam.

Send letter of interest, Broome County application, and reference sheet to:

Ms. Nancy Legenhausen
Personnel Assistant
1100 East Main Street
Endicott, NY 13760

Deadline for Applications:

12/03/2021

EOE

njl
11/16/21

Union-Endicott Central School District

SCHOOL SAFETY MONITOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for creating and maintaining a safe and secure school environment conducive to learning. The incumbent performs a variety of non-teaching duties requiring the use of good judgment and the ability to get along well with children, youths, and/or young adults. This class differs from that of School Monitor in that the latter assists teachers, while the School Safety Monitor generally functions outside of the classroom maintaining order. The work is performed under the general supervision of the school Principal. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and monitors behavior of students in classrooms, hallways, and on school property before and after school use;
Maintains order of students passing between classes;
Helps maintain order by practicing conflict resolution or removing students in the event of unruly behavior;
Searches for students who are on campus but not in assigned class;
Enforces and maintains school code of conduct; Enforces and maintains student attendance policy;
Functions as a representative for students to bring issues/concerns to the attention of teachers, counselors and administration;
Communicates with parents regarding their students' behavior; Performs basic first aid;
Maintains a written log of activities; Enforces school rules and board policies; Responds to emergencies;
Greets visitors to campus, ascertains their business, issues a pass and directs the individual(s) to the proper location;
Assists in crowd control.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to establish good working relationships with students, parents, school personnel and the general public;
Ability to communicate effectively both orally and in writing;
Ability to gain and hold the confidence of, and to maintain a patient and understanding attitude towards students;
Ability to take control of unruly situations, including but not limited to fights and confrontations;
Ability to maintain order and to enforce school regulations with firmness, tact and impartiality;
Ability to prepare and maintain a variety of records and/or reports;
Ability to exercise sound judgment;
Good interpersonal skills;
Good judgment;
Mental alertness;
Good powers of observation;

Tact and courtesy.

MINIMUM QUALIFICATIONS:

- A) Completion of a minimum of 60 credits from a regionally accredited or New York State registered college or university and one year of experience working in a school setting; OR
- B) Graduation from high school or possession of an equivalency diploma and three years of experience working in a school setting.

SPECIAL REQUIREMENT: Per regulations of the Commissioner of Education, to be employed in a position designated by a school district involving direct contact with students, a clearance for employment from the State Education Department is needed.

R1053 11/9/16

Competitive