



Classification Summary

Monitors campus to assure student attendance in classrooms and proper student behavior; reviews computerized attendance records and refers truants to school administration. Monitors students during lunch in off-campus setting.

Distinguishing Characteristics

Distinguished by requirement for skill in adolescent behavioral management techniques.

Supervisory Relationships

Reports to school principal or other administrator.

Examples of Duties

1. Monitor building/grounds areas such as corridors, restrooms, athletic activity areas, cafeteria, and parking lots; maintain student decorum by prohibiting littering, smoking in designated non-smoking areas, fighting, or other unruly behavior including off campus school sponsored events. Return loitering students to class.
2. Respond to calls for assistance when behavior problems develop.
3. Review records of student attendance to determine if students are developing attendance problems significant enough to require counseling or discipline.
4. Notify administration when disciplinary action is appropriate.
5. Develop and recommend disciplinary alternatives to suspension, thereby allowing students to continue to benefit from the educational process.
6. Assist in identification of students; provide for removal of individuals not attending school as necessary.
7. Provide liaison to other schools and Lane County Juvenile Department as required.

Required Knowledge, Skills And Abilities

1. Skill in behavioral management techniques applicable to adolescents. Ability to approach students in a non-confrontational manner.
2. Ability to establish and maintain effective communications with students and motivate them toward appropriate behavior; ability to work effectively with large groups of students.
3. Ability to operate current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
4. Ability to acquire substance abuse training.

Minimum Qualifications for Class Entry

Experience or training in the management of delinquent adolescents.

Work Environment

Works in a school environment. May be required to walk for long periods of time, work outdoors in inclement weather, and be exposed to behavior of angry students.