

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
CORRIDOR MONITOR

Date of Adoption: December 22, 2011

JOB TITLE: Corridor Monitor

REPORTS TO: Principal or designee

NATURE AND SCOPE OF JOB:

Under the direction of the Principal/Assistant Principals, the Corridor Monitor shall assure that students are at their assigned locations during school hours.

QUALIFICATIONS:

1. Have excellent integrity and demonstrate good moral character and initiative.
2. Show evidence of successful experience in working with children.
3. Hold a valid driver's license with no serious violations.
4. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
5. Demonstrate the ability to communicate effectively orally and in writing.
6. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
7. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
8. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.
9. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4.
10. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

JOB RESPONSIBILITIES:

Under the direction of the Principal/Assistant Principals, the Corridor Monitor shall:

1. Check boys' rooms/girls' rooms on a regular basis

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2. Constantly move throughout corridors making sure students have proper passes.
3. Routinely check restrooms during class changes and during instructional time.
4. Supervise the entrance and exit of students at the start and end of day.
5. Sweep the exterior of the building including parking lots for students smoking and standing outside.
6. Supervise cafeteria and Multi-Purpose Room during lunch periods.
7. Escort all visitors from the office (Main/Attendance) to their desired destination.
8. Assist with all fire and emergency drills.
9. Assist with various after school and evening activities as assigned by the principal.
10. Performs related duties as assigned.

EVALUATION:

The Principal and/or designee shall evaluate the Corridor Monitor in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.