

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY ST.
POUGHKEEPSIE, NEW YORK 12601**

**RECRUITMENT BULLETIN # 21-22-58
AUGUST 2021**

**HOURLY SCHOOL MONITORS
(LUNCH, RECESS, GREETERS, SUBS)**

NOTICE OF POSITION

POSITION:

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

**HOURLY SCHOOL MONITORS- DISTRICT WIDE
(LUNCH, RECESS, GREETERS, SUBS)**

APPLICATION

Candidates must complete an application available through the Human Resources Tab at:

www.poughkeepsieschools.org

QUALIFICATIONS:

Meets Civil Service qualifications for position.

Must be fingerprinted

DUTIES:

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Monitor students in the lunchroom during their lunch period.
2. Monitor students during their recess period.
3. Monitor students in the isolation room
4. Escort students for safety reasons to the Principal, including Nurse and to the isolation room.
5. Monitor students during dismissal if applicable.
6. Other duties as assigned by the building principal
7. Maintains order in hallways, dining areas, gymnasiums, and outside activity areas
8. Checks lavatories, etc., for students reported missing from class
9. Informs superiors of observations of student behavior

10. Assist students passing between classes and on premises before and after school
11. Monitors students in parking lots and the loading of buses
12. May collect attendance reports
13. Does related work as required.

Ability to get along well with school-age children and; familiarity with classroom routine; good observation; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be conducted where appropriate.

SALARY: \$12.50 - \$15.00 per hr

FINAL DATE FOR FILING: Continuous recruitment.

PLEASE SEND LETTER OF INTEREST, APPLICATION, AND RESUME TO:

hroffice@poughkeepsieschools.org

Dr. Timothy Wade
Assistant Superintendent of Administrative Services
18 South Perry St.
Poughkeepsie, NY 12601

***You may also apply on [indeed.com](https://www.indeed.com)**

The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age or marital status; nor does it apply any other arbitrary measure, which would tend to deprive persons of their constitutional rights.