

**Mahopac Central School District**  
179 East Lake Boulevard  
Mahopac, New York 10541  
Phone (845) 628-3415 / Fax (845) 628-5502

# POSTING

TO: All Staff  
FROM: Human Resources  
DATE: November 27, 2018  
SUBJECT: Posting of Position

*The District is seeking candidates for the following:*

## **SCHOOL MONITOR**

### **One (1) Position:**

***Position @ Mahopac Middle School – 10:05am-3:35pm***  
***Salary as per UPSEU Monitor Bargaining Agreement***

Qualified candidates should **submit a resume** by **3:00 P.M., WEDNESDAY, DECEMBER 5, 2018** to the Human Resources Office, Mahopac Central School District, 179 East Lake Boulevard, Mahopac, NY 10541.

The Mahopac School District is an equal opportunity employer.

Civil Service Job Specifications are attached.

cc: **Building Principals – PLEASE POST**  
**District Office – PLEASE POST**  
**Head Custodians – PLEASE POST**  
Anthony DiCarlo, Superintendent of Schools  
Peter Ferone, Interim Transportation Supervisor  
Mary Fowler, MTAA Unit  
Ken Jones, USWOM Unit  
Debra Legato, Assistant Superintendent for Human Resources  
Thomas McMahan, MTA Unit  
Dagoberto Miranda, UPSEU Monitor Unit  
Phyllis Ruggiero, UPSEU Administrative Unit  
John Russell, UPSEU Supervisory Unit  
Harvey Sotland, Assistant Superintendent for Business

SCHOOL MONITOR  
(Labor Class)

DISTINGUISHING FEATURES OF THE CLASS: This is routine work which involves custodial care of groups of children in the maintenance of order and discipline within school buildings, in school play areas and on school grounds. Work requires some independent judgment and is performed under supervision of a teacher or school administrator. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Seats children in school lunch rooms and/or auditoriums;  
Assigns tables in a school lunch room and/or seating in auditoriums;  
Helps keep desks and tables clear and clean;  
Maintains order and sees that children eat and behave in an orderly fashion;  
Maintains order on playgrounds and may suggest games or planned use of time;  
Prevents or intercedes in arguments or scuffles;  
Directs children in hallways between classrooms;  
Escorts students to and from buses, classrooms, bathroom and lunchroom;  
Assists children on and off school buses;  
May be assigned to escort students with special educational or medical needs in hallways and/or to and from buses, classrooms, bathroom and lunchroom;  
May relieve on switchboard;  
May perform a variety of other supplementary duties auxiliary to the prime duties of school monitor;  
Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good powers of observation; ability to understand and direct children; ability to speak well and clearly; firmness and authority; tact and courtesy.

MINIMUM QUALIFICATIONS:

No formal education, training or experience required.