



## **DEPEW UNION FREE SCHOOL DISTRICT**

### **DISTRICT OFFICES**

5201 S. Transit Road  
Depew, New York 14043-4335  
[www.depewschools.org](http://www.depewschools.org)

C. Douglas Whelan, Ed.D.  
Interim Superintendent of Schools  
716-686-5105  
F: 16-686-5101

### **Internal/External NOTICE OF VACANCY**

**POSITION:**        **SCHOOL MONITOR - HALLWAY,  
(PART-TIME - 10 MONTH POSITION)**

**LOCATION:**        Depew High School

**HOURS:**            11:30 a.m. - 3:00 p.m. Monday - Friday

**START DATE :**    **January 29, 2024**

**SALARY:**            **As per CSEA contract \$15.00**

**JOB DESCRIPTION:** See Attached

**APPLICATION**    **January 19, 2024**  
**DEADLINE:**

**Interested Parties Should Submit an Application in Writing to:**

**C. Douglas Whelan, Ed.D., Interim Superintendent of Schools  
Depew Union Free School District  
5201 Transit Road  
Depew, NY 14043**

**Vacancy will be posted for (10) work days and the deadline is January 19, 2024. This notice is to be posted in all job units and at each time clock location**

*"Inspiring, Challenging, Achieving"*

# JOB DESCRIPTION

POSITION: SCHOOL MONITOR (10 MONTH POSITION)

LOCATIONS: High School

## PERFORMANCE RESPONSIBILITIES:

1. Assists in supervision and maintains order in corridors, recreation areas, cafeteria, parking lots and other school facilities and grounds before, during and after school hours.
2. Monitors buildings and grounds to prevent vandalism, theft and illegal entry.
3. Guides students in safe practices inside and outside the school building.
4. Reports any unusual or suspicious circumstances to building administration
5. Monitors school grounds to detect unauthorized persons, vehicles or gatherings.
6. Addresses unauthorized persons for questioning, routes or detains them, calling building administration for assistance when appropriate.
7. Assist in record-keeping as necessary (logging incidents, periodic clerical duties, etc.).
8. Assists students with special needs.
9. Performs other related work as assigned by the school administration.

## DESIRED QUALIFICATIONS:

1. Ability to establish and maintain appropriate relationships with students, maintain order and enforce school regulations;
2. Ability to develop and maintain appropriate relationships with teachers, administrators and staff;
3. Computer literate;
4. Good power of observation; dependability; neat personal appearance; tact; courtesy; and good judgment;
5. Ability to understand and follow oral and written instructions;
6. Physical condition commensurate with the demands of the position.

## MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma; OR
2. Four (4) years' experience in the care and supervision of children; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2).