

JOB TITLE	DEPARTMENT	REPORTS TO
Child Care Monitor I (Part-Time)	School Based	Principal

Position No: 51114	Length of Work Year: 180 days
Salary Schedule: \$15.50/hour	Date Approved: 7/13/26
FSLA: Non-Exempt	Date Revised:

JOB GOAL
To conduct the planned activities for Before and After School care program, ensuring a safe and enriching program for the participants.
MINIMUM QUALIFICATIONS
1. High School diploma or equivalent 2. Knowledge of grammar, spelling, business English, and mathematics. 3. General office skills, word processing and data entry proficiency 4. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
1. Directly supervise or facilitate activities or areas to provide appropriate experiences for children. 2. Set and maintain appropriate standards for children's behavior 3. Provide direct supervision of play areas and children's activities to ensure safety and quality. 4. Participate in evaluating activities and scheduling for children. 5. Assist in procuring equipment and cleanup of supplies for planned activities. 6. Monitor student attendance. 7. Provide timely input on needed program supplies and materials. 8. Maintain a cooperative relationship with all other staff members. 9. Interact positively with all parents and refer questions and concerns to the School-Based Site Coordinator as appropriate. 10. Participate in training programs offered to enhance the individual skills and proficiency related to job responsibilities. 11. Adhere to safety rules and procedures. 12. Perform assigned tasks in a timely and efficient manner. 13. Perform assigned tasks with a high standard of quality. 14. Perform other duties as assigned by the immediate supervisor or designee.
PHYSICAL DEMAND CLASS:
Medium (M) - Frequent lifting and carrying of objects weighing 25 pounds or less. Infrequent lifting and carrying of objects weighing 26-50 pounds. Continuous walking and/or standing is required to carry out duties.