IN-SCHOOL DETENTION PROGRAM MONITOR
(Non-Tenure Track Position)

I. Position Title: In-School Detention Program Monitor

II. Qualifications:

A. Holds or is eligible for a New Jersey Substitute Certificate
B. Recognizes the exemplary influences of the educator over the student.
C. Relates with the staff through positive, professional cooperation.
D. Capable of performing the duties and responsibilities for this position

III. Reports To: Building Principal or designee

IV. Supervises: N/A

V. Job Goals:

A. To implement Board policy regarding student behavior and work habits under the direction of the administration. Structures students’ day to be productive and positive as they comply with teacher assigned work.

B. Establish rapport with students, teachers and administration in a coordinated effort to encourage students to respond responsibly to school policies and classroom assignments.

C. To maintain a corrective approach in modifying student attitudes / behavior while helping students gain a more positive self image as they relate to their peers, teachers and school in general.

VI. Duties and Responsibilities:

A. Works with teachers to obtain timely, relevant classroom assignments and makes sure work assignments are distributed to the students.

B. Directs and supervises the students’ day while in detention to include:

1. Implements the disciplinary procedures of the district.

2. Ensures student behavior is in compliance with the rules of student conduct.

3. Reports violations to the Principal or Assistant Principal.
C. Provides additional materials suitable for stimulating students’ interests in improving their educational and behavioral habits, in collaboration with administration.

D. Communicates positive support for the students.

E. Suggests positive recommendations for the continued review and development of behavior modifications.

F. Provides summary reports to the Principal or Assistant Principal, as directed.

G. Performs other duties within the scope of employment, as assigned, by the Superintendent and/or designee.

Adopted: May 8, 2018