

PLEASE POST

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**LYNN PUBLIC SCHOOLS
100 BENNETT STREET
LYNN, MA 01905**

JUNE 15, 2018

TO: INTERESTED APPLICANTS

RE: CAMPUS MONITOR

JOB DESCRIPTION:

1. Provides support to administration in screening public access to school facilities and grounds.
2. Assists administrative and instructional staff in implementing both the system's Unified Code of Pupil Conduct and specific building rules and regulations.
3. Assists staff in supervising non-instructional areas of both the building and immediate contiguous areas.
4. Offers support in the areas of crowd control, conflict resolution, and general public health.
5. Serves as a liaison between the staff and students in providing appropriate intervention and mature timely assistance in resolving student conflicts.
6. Maintains accurate, detailed records and completes routine reports as required by the administrative staff.
7. Performs such assignments and projects as requested by the School Security and Emergency Planning Liaison and Principal.
8. Ability to communicate with parents, students and staff.
9. Knowledge of criminal/civil law, existing state/federal regulation, first aid/public health procedures.
10. Appropriate training in first aide, CPR and AED and soft restraint.
11. Knowledge of the community, its agencies, and the racial/ethnic/economic population served by the Lynn Public Schools.

REPORTS TO: School Security and Emergency Planning Liaison.

COMPENSATION:

187 Days per year (7:30 A.M. to 3:30 P.M.)

SALARY:

Per contract with Teamster Local 42-Monitors and the Lynn School Committee.



CATHERINE C. LATHAM, Ed.D.
SUPERINTENDENT OF SCHOOLS

CCL/crf

APPLICATION PROCEDURES:

Please direct a letter of application, including a statement granting permission for community staff review of credentials, a current resume, three letters of reference and documentation of education and experience to Barbara Rafuse, Director of Human Resources, Lynn Public Schools, 100 Bennett Street, Lynn, MA 01905.

THE CLOSING DATE FOR APPLICATIONS IS **NOON,**

FRIDAY, JULY 13, 2018

LATE APPLICATIONS WILL NOT BE ACCEPTED.

Under no circumstances is it appropriate for a candidate to communicate in any form with a member of the School Committee concerning his/her candidacy at any time before final action is taken by the Committee relative to the vacancy to be filled.

It is the policy of the Lynn Public Schools not to discriminate on the basis of race, color, national origin, age, sex, gender identity, religion, sexual orientation, home status or disability in admission to, access to, treatment in, or employment in its programs and activities in compliance with Title VI and VII of Civil Rights Act of 1964, Title IX of the 1972 Education Amendments to the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and M.G.L., Ch. 76. Sec. 5, M.G.L., Ch. 151B, and M.G.L., Ch. 151C.

The Lynn School Department accepts all state and federal laws regarding the possession and/or use of illegal drugs as binding on its employees and, therefore, all employees are prohibited from possessing, using, or distributing illicit drugs or alcohol on premises or at any school-sponsored activity.