HENRY FORD MUSEUM & GREENFIELD VILLAGE

POSITION MANAGEMENT GUIDE

TITLE: Student Monitor

TEAM: Henry Ford Academy

BUS/SUPPORT: Henry Ford Academy

SUMMARY OF PURPOSE

Student Monitors shall assist the Academy with the supervision and management of students during the regularly scheduled school day and/or during extra-curricular activities as required. The student monitor’s chief responsibilities are to ensure that Academy students are engaging in appropriate behavior and acting in compliance with the Academy’s Code of Conduct while in Academy spaces, on the grounds of Henry Ford Museum & Greenfield Village, and in common areas where students interact with Museum and Village employees and guests.

ESSENTIAL FUNCTIONS

*Student Monitor duties may include any combination of these essential functions:*

1. Carry out designated reinforcement activities in Academy areas, such as classrooms, hallways, bathrooms, Student Centers, and at the Academy entrance at the Museum and the Village Entrance Building/Gate before, during and after school hours.
2. Monitor and supervise students in locker rooms during Physical Education and Swimming classes in Lovett Hall.
3. Monitor student flow and behavior at the Village Entrance Building and Farmer Jack Gate, the bus stop, and the Academy’s main entrance in the morning and after school.
4. Walk students to and from Employee Dining Room and Village campus lunchrooms and monitor behavior during lunch periods.
5. Provide clerical support to administrative and support staff as required.
6. Will maintain strict confidentiality regarding student and staff behavior and records.
7. Perform other duties as requested by Academy staff.

TITLE: Student Monitor

MINIMUM REQUIREMENTS

* High school diploma with courses or previous job experience in child/adolescent care.
* Desire to work with high school students and staff from diverse backgrounds.
* Experience working with students in group settings.
* Able to work with high school students in a positive and respectful manner.
* Able to deal appropriately with student discipline.
* Will maintain confidentiality regarding student behavior and records.
* Ability to use basic office machines, including word processing, photocopier, calculator and overhead projector.
* Ability to communicate at various levels with students, parents, staff and volunteers.
* Willingness to work occasional evenings and weekends.

SPECIAL SKILLS

* Excellent communication skills.
* Good human relation skills.
* High energy level.
* Ability to work as part of a team in a public school academy that includes teachers, teacher interns, administrators, support staff and volunteers.

PHYSICAL/MENTAL/ENVIRONMENTAL

Physical: Sitting: 20%

Standing/Walking: 80%

Lifting: 25 pounds

Vision: Normal

Mental: High-energy, flexible, and eager for new experiences.

Environment: Busy high school with diverse students and staff.