

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.  
**S9265**

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location <b>Arlington, VA</b>		5. Duty Station <b>Various</b>		6. OPM Certification No.	
Explanation (Show any positions replaced) <b>Replaces PD S9005, GS-0303-02 Lead Monitor</b>				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CRI)				11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code <b>L004</b>	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment	<b>Lead Monitor (Lead)</b>	<b>YB</b> <del>GS</del>	<b>0303</b>	<b>01</b> <del>03</del>	<b>sj</b>	<b>07/02/04</b>
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment <b>Department of Defense Education Activity</b>		c. Third Subdivision <b>School</b>	
a. First Subdivision <b>Area</b>		d. Fourth Subdivision	
b. Second Subdivision <b>District</b>		e. Fifth Subdivision	

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position <b>DoD Civilian Personnel Manual 1400.25-M, Subchapter 1920</b>	
Typed Name and Title of Official Taking Action <b>LAURA J. PERKINS</b> Chief, Classification and Compensation Section		<b>GLG for Clerk and Assistance Work, Jun 89</b>	
Signature _____ Date _____		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)								
b. Supervisor								
c. Classifier								

24. Remarks  
This standardized position description for **Lead Monitor, GS-0303-03** is appropriate for use in any DoDEA school.  
**YB 01**

**INTRODUCTION**

The Department of Defense Education Activity (DoDEA) is a major Department of Defense (DoD) field activity with worldwide scope and the critical mission of ensuring that high quality education programs, from preschool through grade 12, are provided for eligible dependents of DoD military service members and civilian employees stationed in 13 foreign countries, seven states, Guam, and Puerto Rico. DoDEA is comprised of the Department of Defense Dependents Schools (DoDDS), the overseas component, and the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS), the “stateside” component. DoDEA currently operates over 223 schools which employ approximately 14,500 professional educators and support staff serving over 101,500 students. DoDEA is one of the largest, most diverse and geographically dispersed school jurisdictions. DoDEA schools are fully accredited by U.S. regional accreditation agencies, and the DoDEA educational program consistently rates at or near the top in comparison with other U.S. school systems.

This standardized position description for Monitor (Lead), YB-0303-01 is appropriate for use in any DoDEA school. This lead position sets the pace for Monitors who perform simple and repetitive lunchroom, recess, and bus monitoring duties in a DoDEA school. While performing or overseeing activities of Monitors, the safety and welfare of students are the primary concerns. The Monitor identifies and reports known or suspected problems, issues, or concerns to the appropriate staff, faculty member, or other official (e.g., military police) in accordance with established policies and procedures. The work may be performed in a cafeteria, a designated lunch site, school corridors, outdoor or indoor recess areas, at bus loading and unloading areas, or any combinations of these or similar areas.

**MAJOR DUTIES**

The Monitor (Lead) develops and maintains shift schedules, assigns work, and instructs employees in performance of their tasks; gives simple on-the-job training in accordance with applicable local guidance; deals with student misbehavior and discipline issues forwarded by subordinate monitors, informs the school principal regarding disciplinary problems, provides input to employee performance appraisals; and resolves informal complaints.

Assembles students at designated points and monitors movement and behavior as they pass through corridors on their way to cafeteria, recess or play areas; monitors dismissal as students leave class and go to school buses or parent’s cars. Monitors lunchroom activities and cleanup and assists students to place paper and uneaten food into appropriate disposal receptacles. At the end of the lunch period, assembles students at designated areas for movement back to class.

Monitors a designated recess area. Assures safe recess activities by demonstrating safe play practices and use of playground equipment. Enforces safety rules and maintains order and safety to prevent unsafe/dangerous practices. Prevents altercations between students.

Monitors a designated number of classrooms by patrolling corridors and classrooms. Assists students to use the restroom and instructs in basic personal hygiene practices.

Where applicable, performs bus monitoring duties by assuring students safely enter and exit buses and are placed on the correct bus when departing for home.

## **FACTOR EVALUATION STATEMENTS**

### Factor 1, Knowledge Required by the Position

Ability to work and communicate with children of all ages in a school setting.

Knowledge of and skill with non-physical disciplinary practices sufficient to maintain discipline and to keep order, within the limits specified in DoDEA or school policy. Knowledge of and skill with behavior control techniques sufficient to motivate students to good behavior and to assist students to maintain clean lunchroom facilities, restrooms, and playground areas.

Knowledge of and skill with common eating and lunchroom practices sufficient to assist young students to perform lunchroom activities in an orderly manner, such as opening containers, using napkins and utensils, properly disposing of trash, and washing hands.

Knowledge of and skill with common games and activities sufficient to control recess areas and play activities, by encouraging and promoting appropriate behavior.

Knowledge of and skill with safety sufficient to maintain a safe environment and to demonstrate basic safety practices.

Knowledge of methods and techniques of identifying and reporting issues, problems, or concerns which have the potential to affect student health or welfare.

Ability to set the work pace, schedule and assign work, instruct on several basic routine tasks, approve short periods of leave, provide input to performance appraisals, and resolve minor complaints.

### Factor 2, Supervisory Controls

The Principal provides assignments by indicating what is to be done with detailed specific instructions for work methods and deadlines. The Lead Monitor uses initiative in accomplishing recurring work, but refers problems to the Principal. Work review consists of checking work in progress or reviewing completed work for adequacy and adherence to instructions.

Factor 3, Guidelines

Specific guidelines are available in the form of standard operating procedures (SOPs) and checklists covering all tasks in detail. No deviations from the guidelines are permitted unless authorized in advance.

Factor 4, Complexity

The work consists of tasks that are clear-cut, well-defined, and directly related. There is little or no choice to be made in deciding what needs to be done. Actions to be taken or responses to be made are readily discernible. Tasks are easily mastered within a short period of time, and allow few or no choices.

Factor 5, Scope and Effect

Performance of specific lunchroom and recess tasks comprises a discrete segment of student care, facilitates the work of education professionals, and aids the completion of the educational services. There is little impact beyond the timely provision of services to others.

Factor 6, Personal Contacts

Contacts are with students, teaching personnel, school administrators, and support personnel.

Factor 7, Purpose of Contacts

Contacts with the school staff are made to give and receive information. Contacts with students are to provide basic information or instructions concerning activities, safety practices, or to assist them in performing simple tasks.

Factor 8, Physical Demands

Duties require long periods of moving about the work area. Working with students requires regular and recurring bending, stooping, lifting, stretching, or similar physical activities associated with working with young children.

Factor 9, Work Environment

Lunchroom, recess, and bus monitoring tasks are performed in a school setting in which the employee observes normal safety precautions for a school environment. Some positions are located overseas, requiring accommodation to foreign culture and adjustment to a variety of personal inconveniences, to include the possibility of exposure to terrorist attacks.

Title, Series, and Grade Determination:

Monitor (Lead), YB-0303-01